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Category	Technical
Course	Location Setup
Version	1.0
Client	Generic
Software	2.18.3.0

Use a Unique Identifier for Stock Items

Item ID provides you with a unique code for every item in your store, which does not change over time. It can be used to identify your items in an online store.

Procedure to Generate a Unique Identifier for Stock Items

Hints and Tips

- ✓ If your business is Head Office managed (has a HOS), they manage the setup of Item ID.
 - The Item ID configuration will be read-only at store-level (on the BOS, controlled via the System Params **HOSDrivenBOS**).
- ✓ Contact Surefire Support if you want to clear the Item ID for all items (no longer generate it).
- ✓ How the Stock Record handles Item ID:
 - When a new item is created using Stock Wizard, an ID is auto-generated after the user has saved the new record. It only shows on the Stock Screen, not the Creation Summary screen.
 - **ID** field is read-only.
 - If any details are changed or a new EAN is added, the ID doesn't change.
 - If the **Combine** function is used, the merged stock record keeps the ID of product 'B' (the ordering stock code).
 - If a stock record is deleted, the ID is deleted from the database once the physical deletion task has been run. The deleted ID will not be reassigned to a future new product.
- ✓ The ID is not searchable in the BOS, listed on any reports, or recognised at POS.
 - Item ID is stored in the POS database as **ExportItemID**.

1.	From the HOS/BOS System menu, select System -> Properties .							
2.	Click the Items tab.							
3.	Enter the prefix for the Item ID. *Defaults to [zzzz] if ID has never been set.* *Alphanumeric and upper/lower case is accepted, maximum 4 characters. Spaces and symbols are not accepted.*							
4.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If:</td> <td style="width: 50%;">then:</td> </tr> <tr> <td>This is the first time Item ID is being set for your store</td> <td>Click Recalculate.</td> </tr> <tr> <td>You want to change the Item ID Prefix set for all products</td> <td>Click Recalculate. Click Yes to continue.</td> </tr> </table> *A 10 character ID (including 4 character prefix) is assigned to every stock record, incremented by [1]; i.e. zzzz000001, zzzz000002.*	If:	then:	This is the first time Item ID is being set for your store	Click Recalculate .	You want to change the Item ID Prefix set for all products	Click Recalculate . Click Yes to continue.	
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You want to change the Item ID Prefix set for all products	Click Recalculate . Click Yes to continue.							
5.	Click OK once the recalculation is completed.							
6.	Click Close .							
7.	Load an item in the Stock screen, to check that the ID has auto-generated correctly. *The ID field should match the format you have configured.* *If a HOS user, the ID is visible on the BOS once HOS export/import processes have run.*							