FIS WIC Price Edit Instructions

Step A

```
10/13/21          10:31 F1

          CommServer F2

             FIS EBT F3

             FIS WIC F4  ←  Select FIS WIC
```

Step B

```
10/13/21          10:31 F1

          WIC PURCHASE F2

      WIC BALANCE INQ F3



      SIGN
MORE  ON-OFF ALPHA  REPRINT REPORTS  ←  Press the first purple key under the display labeled MORE.
```

Step C

```
10/13/21          10:31 F1

            VOID LAST F2

        EDIT UPC LIST F3  ←  Select EDIT UPC LIST

          CLERK SETUP F4
```

Step D

If there are existing prices defined, the first item will be displayed. If no items have prices defined, a message will be displayed indicating there are no edited prices. In either case, proceed to Step E.

```
UPC CONFIG


                 Next F2
8441341737
Milk             Edit F3
$2.75
                 Prnt F4
```

Step E

Scan an item. If the item already has a price entered, its previously edited price will be displayed. If the item is new, $0.00 will be displayed.

```
UPC CONFIG


                    Next F2
16000168756
Cereal              Edit F3 ← After scanning an item, select EDIT to enter the price
$0.00
                    Prnt F4
```

Step F

```
UPC CONFIG

16000168756
Cereal
$0.00

New Price
   $0.00                       ← Enter the price and press the green Enter key.
```

Repeat Steps E and F for remaining products. When finished, press the red Cancel key and proceed to Step G.

Step G

```
UPC CONFIG          YES F1 ← Select YES to save your changes

                     NO F2

   Save Changes?
```

Prices can be edited at any time. They do not need to be done in one large batch. For example, rather than grabbing 100 items and entering their prices, grab 10 items, enter their prices, return them to the shelf, and then grab the next 10 items. To avoid losing work, when finished with the 10 items, handling a customer, or answering the phone, press the red Cancel key and select YES to save your work.

The terminal will time-out after a period of inactivity even when performing price edits. After 2 minutes of inactivity, the terminal will move to the Save Changes screen (Step G). If YES is not pressed, after 2 more minutes of inactivity the terminal will display CHANGES NOT SAVED and return to the FIS WIC menu (Step B). Again, to avoid losing work, always press the red Cancel key and select YES to save your work before taking care of a customer or performing another activity. It is only 3 keys that have to be pressed to define prices.

If you have more than one terminal, prices must be entered at each terminal.

Finally, to check the entered prices, use the Prnt (Print) feature in Step D or Step E.