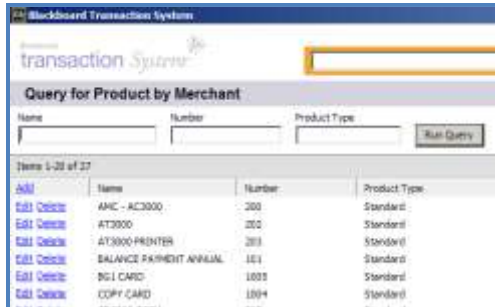


Products

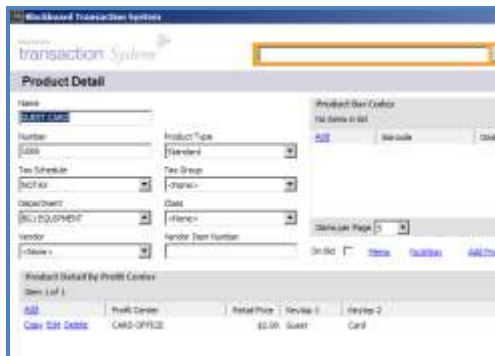
To add or update products in the Blackboard Transaction System application (BbTS), log in to BbTS and make sure that your merchant is selected in the upper right corner. Click on “Query for” under product



You can choose to edit a product that is already in the system or add a new product.



To update a product, click “edit” next to the item.



From this screen you can edit the department, select product type, or update the tax schedule. To change the price, how the product appears on the point of sale key, or to change a product from active to inactive, click “edit” next to the item name.



To add a new product, click on “add”

Name	Number	Product Type
AMC - ACCOBS	200	Standard
AT3000	202	Standard
AT3000 PROFORM	203	Standard
BALANCE PAYMENT ANNUAL	101	Standard
BSI CARD	1005	Standard
COPY CARD	1004	Standard

At the next screen, you can add the product name and number. There are also several drop-down menus to select the appropriate details. Click on “add” to enter additional details about the product.

Product Detail

Name:

Number:

Product Type:

Tax Schedule:

Tax Group:

Department:

Class:

Vendor:

Vendor Item Number:

Product Detail by Profit Center:

Buttons: Add, Barcode, Print, Back, Forward