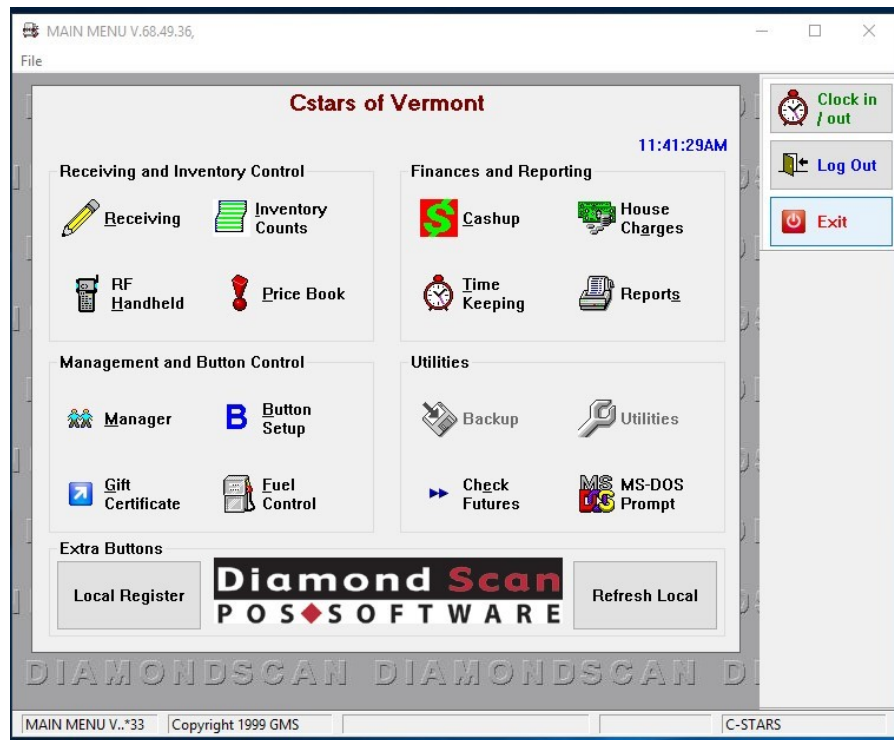
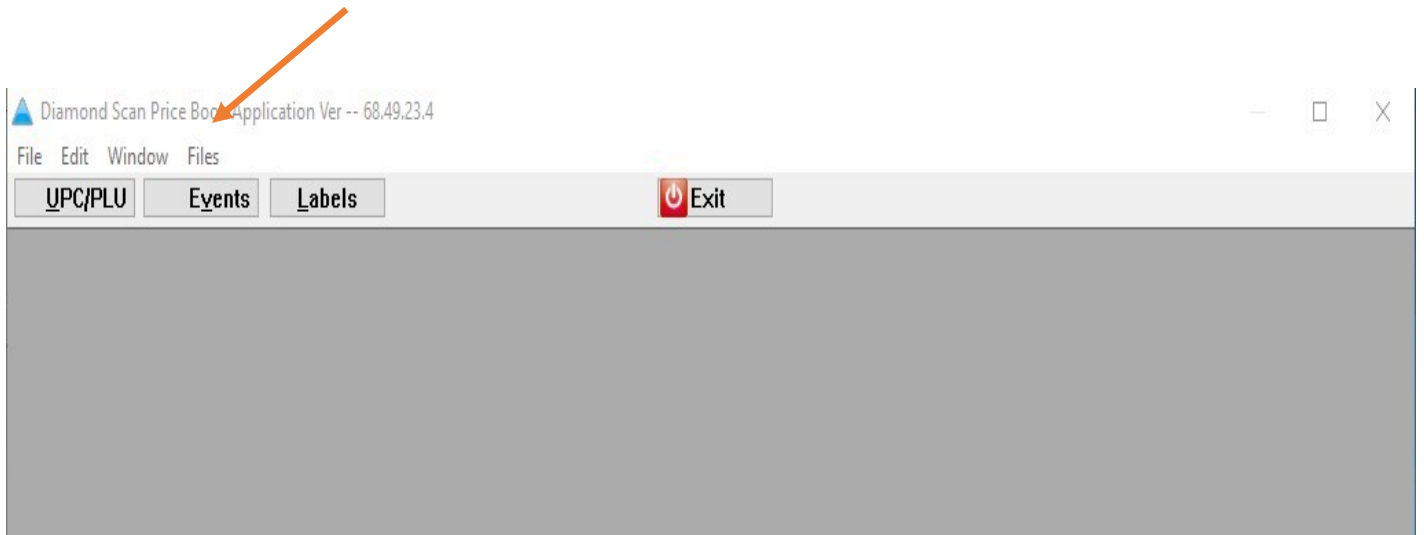


# Age change: Tobacco product sales

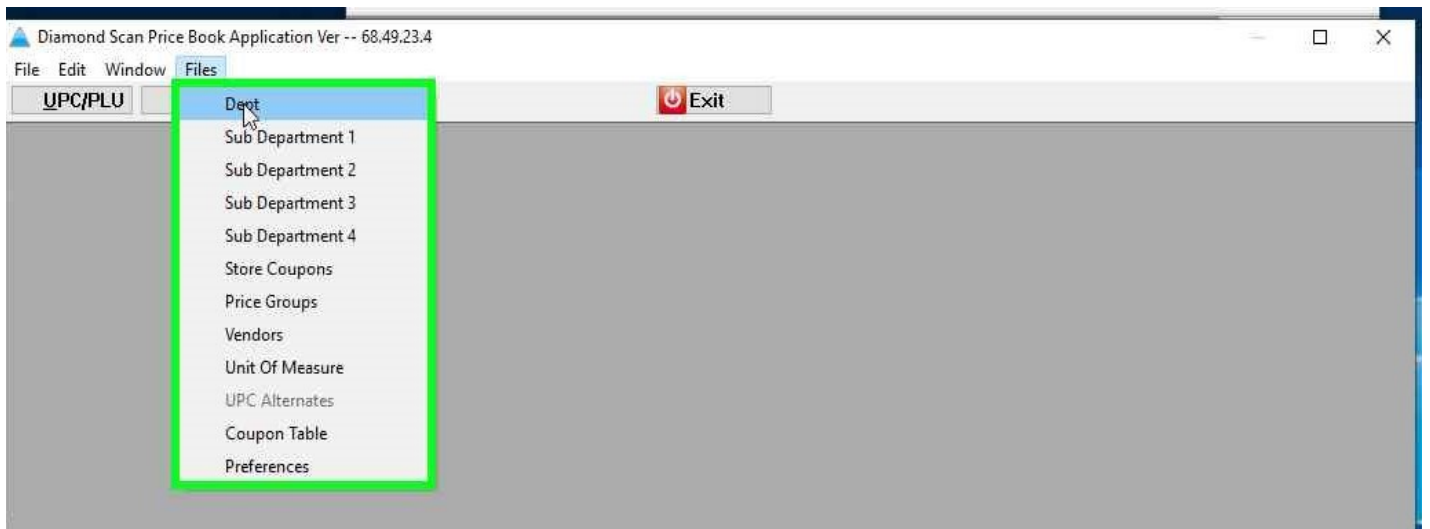
Follow this step by step procedure to change the age restriction on cigarette and tobacco groups in the Back Office.



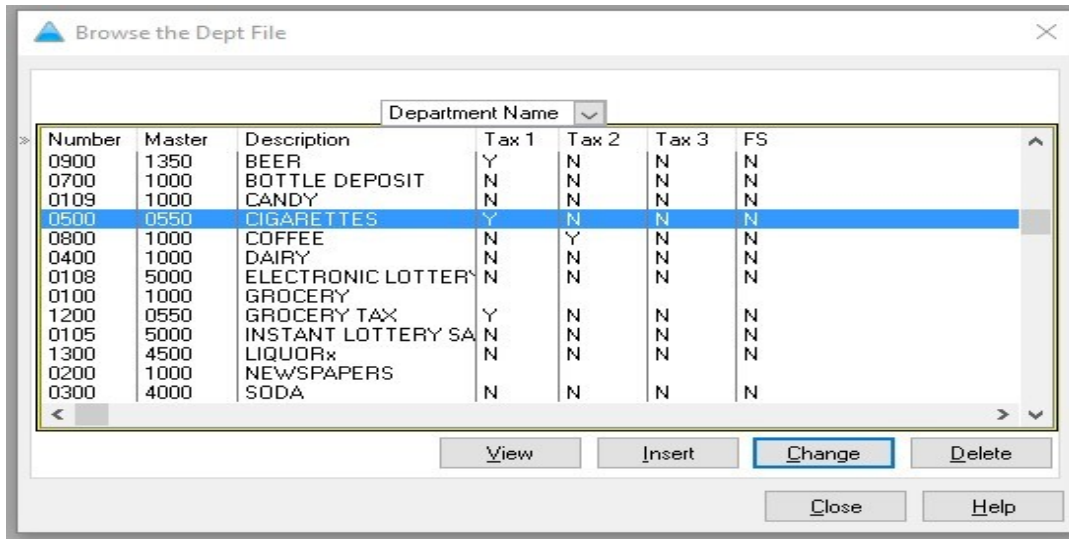
◆ Click on Price book button



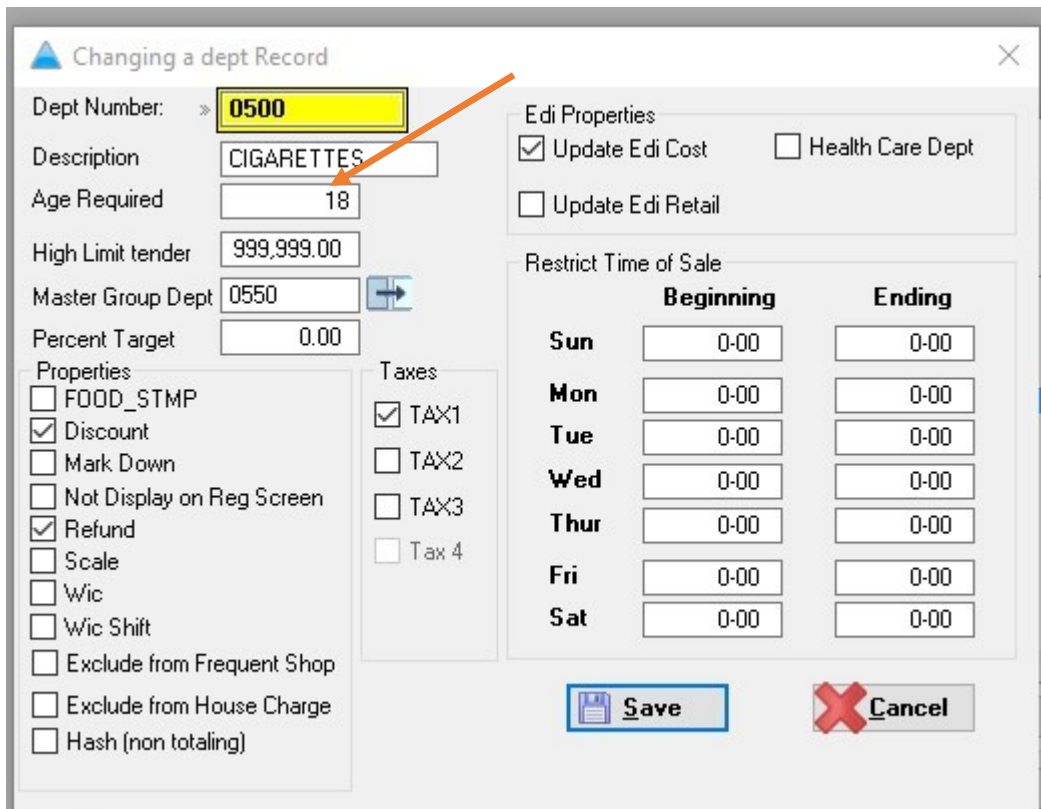
◆ Click on Files



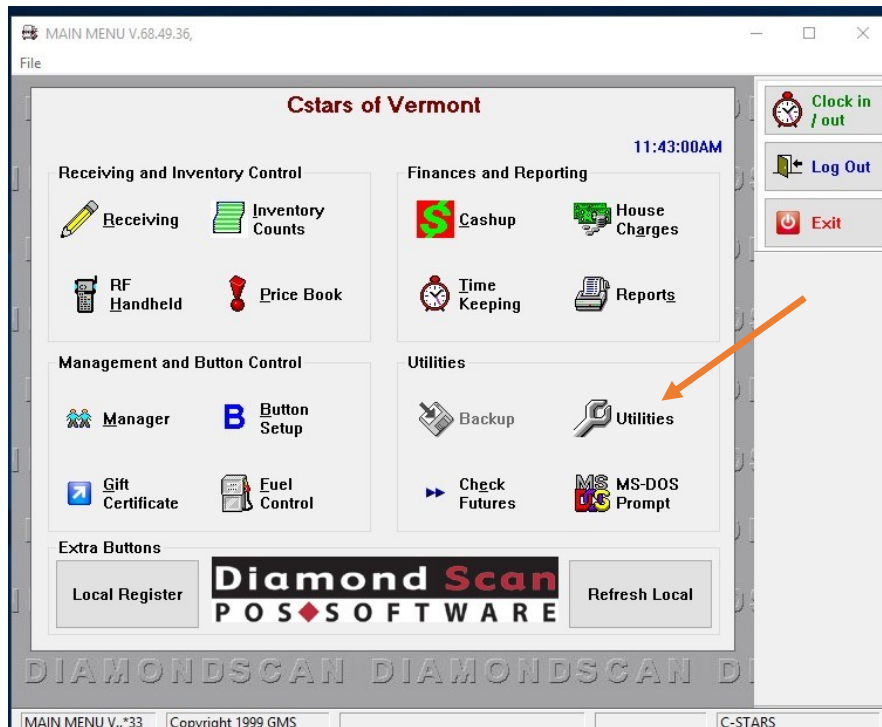
◆ Click on Dept



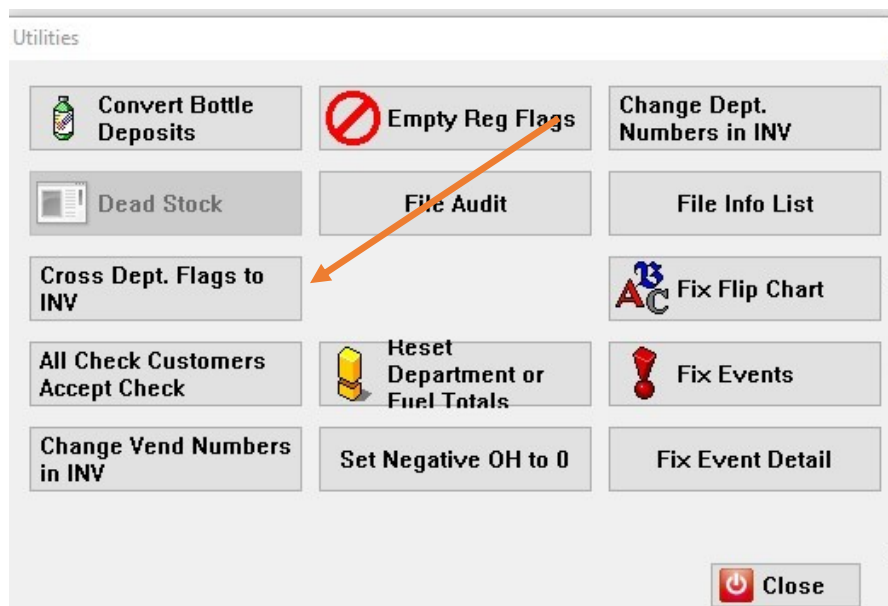
- ◆ Select the departments that require an age change, such as Tobacco and Cigarettes.
- ◆ Click Change



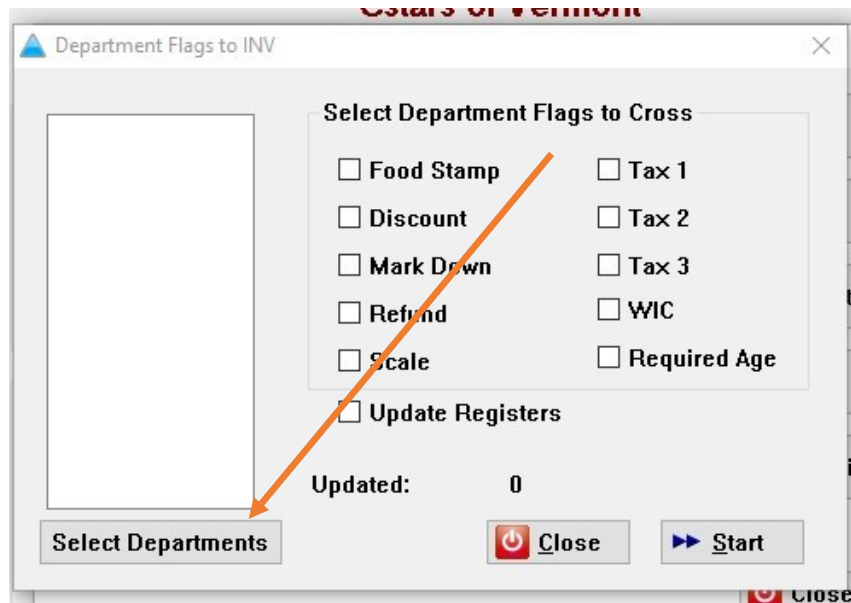
- ◆ Fill in Age Required: 21
- ◆ Save
- ◆ Then Close



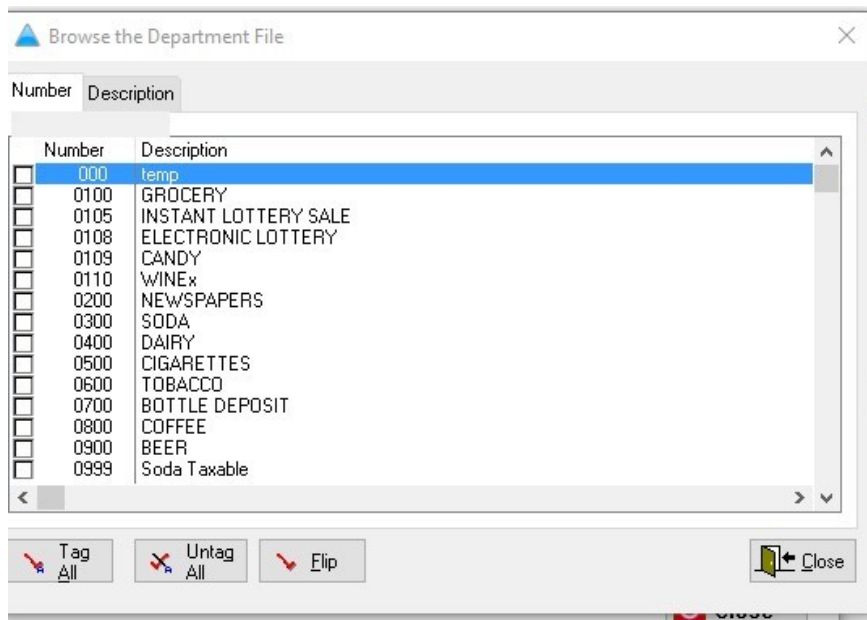
- ◆ Using the keyboard, press Ctrl+D
- ◆ Click on the Utilities icon



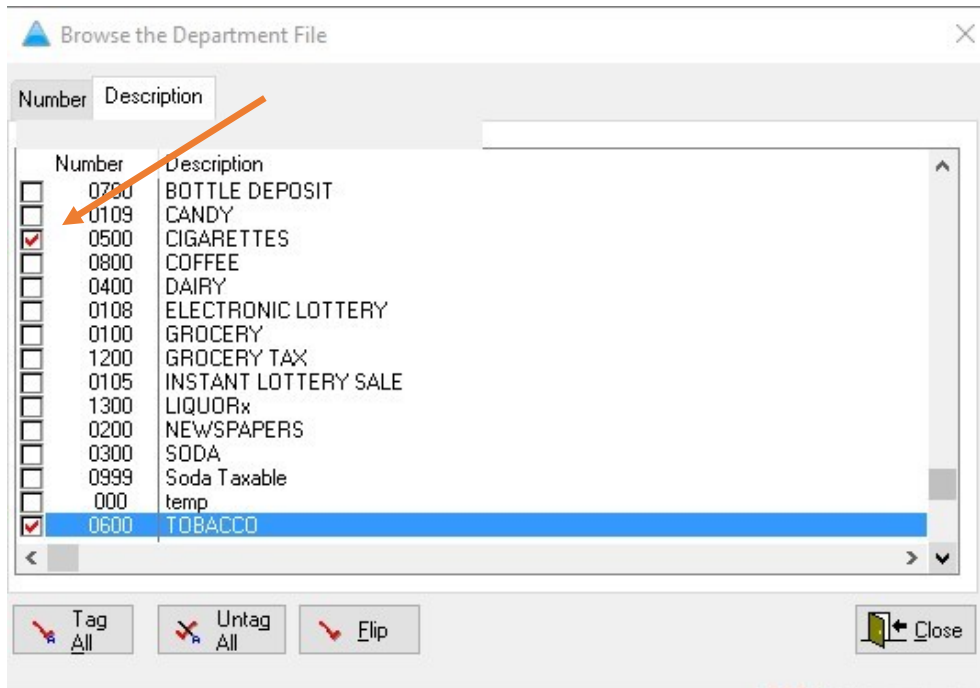
- ◆ Click Cross Dept. Flags to INV



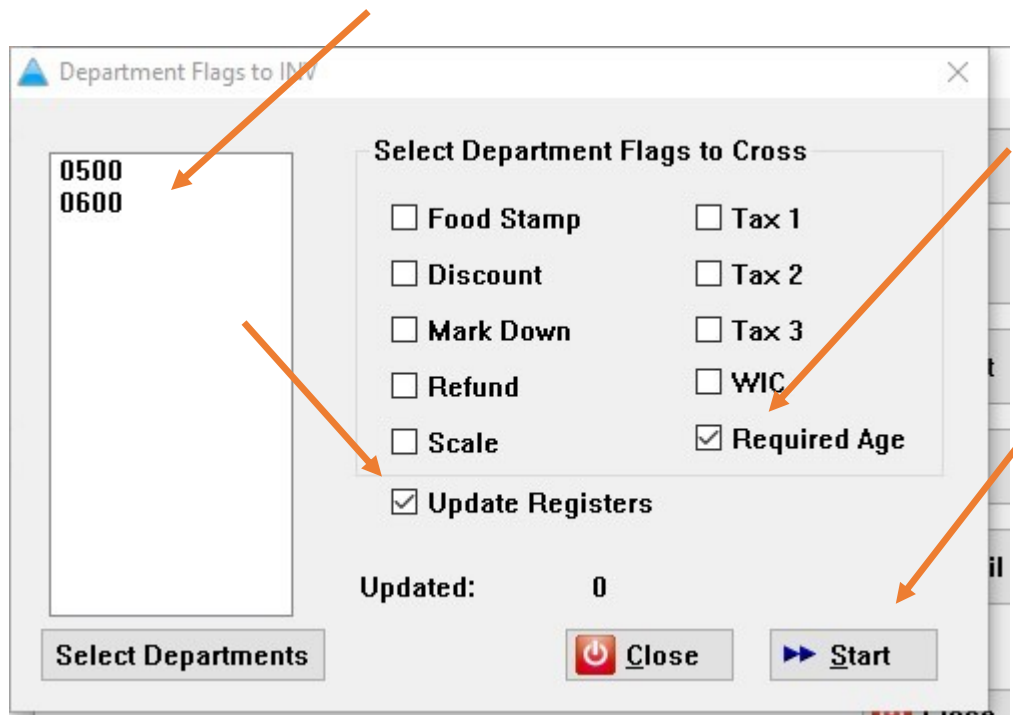
◆ Click Select Departments



◆ Select Dept that needs to be Changed  
Ex: Tobacco and Cigarette depts.



- ◆ Make sure the chosen items have a red check mark in the box



- ◆ Select Required Age
- ◆ Select Update Registers
- ◆ Click Start

- ◆ Please wait until whole process is completed
- ◆ Close all windows until you get back to the main Menu
- ◆ Scan an item at the register to verify the task was processed correctly