POS Keyboard Programming

Activate any blank, White Key (without text)

1. These keys are pre-programmed with double letters (AA, BB, ...)

- Create an item button (with price)
- Create an open, Department button (that asks for a price)
- Create a "trigger" button (that brings up a list of Sku items)



To associate the pre-program key, double letter (AA, BB, CC,...)

1. Go to Inventory List (F9)



Add a New Item or Find an existing item that you wish to associate with a KEY.

- 1. Some open Department Keys are already setup for you:
 - AA = Apparel, BB = Beverages, CC = Candy, etc..

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File Edit Register Inventory Management Marketing Accounting Utilities Window Help	
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The Inventory Detail	
Department: OPEN DEPARTMENT KEYS Category: Open Beverages Tax Category: Non Taxable 🚅 Dept/Catg	
Description: BEVERAGES MISC ************************************	
Inventory Detail [F2] Properties [F5] 3	
General [F7] Options [F8] Defaults [F9]	
Unit Cost: 0.00 Last Cost Mfg. ID:Mfg's#:	
Margin △ Default % Our Price: 0.00 ⊕ % 0.00	
Store Stock Purchasing In Stock 0 Stock Bin Location Sell By: EACH Purchase By: EACH In Stock 0 Stock Bin Location	
Minimum Stock: 0 + Units Per Order: 1.00 + Available 0 On Order 0	
Maximum Stock: 0 + Minimum Order: 0 + Committed 0 Weight: 0.00 + Extra 0 Bin Locations	
✓ OK [F10 X Cancel	
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(POS for Windows) (PO	for Windows
Profession Edition Multi-User POS V.4.3.3	1/14/2007 12:06 AM

Here is an example of an Open Department Item File (BB = Beverage Misc.)

- 1. The Cost and Retail Price fields are 0 (zero value)
- 2. The SKU is a double letter (depending on whatever key-button you push)
- 3. Choose Options tab, to make sure the SKU BB asks for a PRICE.

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e Edit Register Inventory Management Marketing Accounting Utilities Window Help	
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🖀 Inventory Detail	
Department: OPEN DEPARTMENT KEYS Category: Open Beverages Tax Category: Non-Taxable 😰 Dept/Catg	
Description: BEVERAGES MISC************************************	
Inventory Detail [F2] Properties [F5]	
General [F7] Options [F8] Defaults [F9]	
Last Order Cost: 0.00 숲 /EACH <u>^Recalc</u> T Track Stock Post To Internet Unit Cost: 0.00 Last Cost Track Serial #s V Item Is Active	
Margin 월 Default %	
2 Calculate Quantity From Price	
Add To Label List When Received	
Label Form: School-Store	
Store Stock Purchasing Non-Track 0 Stock Bin Location	
Sell By: EACH Purchase By: EACH	
Maximum Stock: 0 - Minimum Order: 0 -	
Weight: 0.00 🛨	
3 - Cancel	
POSitive for Windows POSitive	\supset
Ask For Quantity Profession Edition Multi-User POS V.4.3.3 1/14/2007 11	2:16 AM

In the options tab:

- 1. Un-Check Track Stock
- 2. Check, Ask for Price
- 3. Click OK to Save Open Department, Inv-File.

POSitive For Windows - The Dog Pound - Station: 1 File Edit Register Inventory Management Marketing Accounting Utilities Window Help					
[ESC] Menu Invoice: 1175 By: POS Cashier: POS Date: 1/14/2007 Register: 1					▼ ×
SCAN BB		#	Lookup Item (INS)	📇 Suspend [Pause]	
Description Quantity Price Dsc	c.%		Total		
			10101		
The Price	· .				
BEVERAGES MISC***************	0	<u> </u>			
0.00	OK [F1	0]	←	2	
Bill To Ship To Note					
Quick Sale		Show More Options [F2]	Select Bill To [F3]	Edit Bill To [F4]	Customer History [F5]
					Void
		Adjust Quantity [F6]	Balance Register [F7]	Discount [F8]	Transaction [F9]
LineTotals: 0.00 SubTotal: 0.00 Taxable: 0.00 - Coupon: 0.00					269
SalesTax: 0.00 - Deposit 0.00 Item Count: 0.00 Total: 0.00			U	.00	Tender [F10]

Test your Open-Dept. key on the Sales Screen:

- 1. Push programmed-key labeled Beverage (BB)
- 2. A price window will prompt you to enter a price.
 - Type in a price (use decimal), and push Enter Key or (F10) to save.

POSitive For Windows - The Dog Pound - Station: 1	
File Edit Register Inventory Management Marketing Accounting Utilities Window Help	
POSitive	1 POSitive for Windows
anventory Detail	
Department: FOOD-PREP_Category: Otis CookiesTax Category: Non-Taxab	ole 🖉 Dept/ <u>C</u> atg
Description: OTIS COOKIES (3 BAG) Primary SKU:	L Add [F3] Manage [F4]
Inventory Detail [F2] Properties [F5]	
2 Last Order Cost: 49.00 € /144 ^Recalc Unit Cost: 0.34 Last Cost Margin ※ Default % 0.00 Our Price: 1.00 € 65.97 € % 0.00	General [F7] Options [F8] Defaults [F9] Primary Vendor: Otis Cookies Mfg. ID: Mfg's#:
Sell By: EACH Purchase By: 144 Minimum Stock: 0 중 Units Per Order: 144.00 중 Maximum Stock: 0 중 Minimum Order: 0 중 Weight: 0.00 중	Held 0 Available 0 On Order 0 Committed 0 Pre-Sold 0 Extra 0 <u>Bin Locations</u>
	🗸 OK [F10 🔀 Cancel
POSitive for Windows	POSitive for Windows
Sell By Profession Ed	ition Multi-User POS V.4.3.3 1/14/2007 12:33 AM

Another way to use smart keys is for non-barcoded items

- 1. Such as for LL = OTIS COOKIES (or pencils, frozen-slushes, etc..)
- 2. Similar to barcoded files. Smart-Key SKUs can be tracked and should have:
 - Cost & Retail
 - Vendor

A POSitive For Windows - The Dog Pound - Station: 1	_ 2
File Edit Register Inventory Management Marketing Accounting Utilities Window Help	
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🚈 Inventory Detail	
Department: GIFTS-SPIRIT_Category: Balloons Tax Category: Non-Taxable 🔁 Dept/Catg	1
Description: LATEX BALLOON COLORS********* Primary SKU: HH Add [F3] Manage [F4]	
Inventory Detail [F2] Properties [F5]	
General [F7] Options [F8] Defaults [F9]	
Last Order Cost 0.00 € /EACH ^Recalc Primary Vendor: Sams Club	
2 Margin [™] Default %	
└ Dur Price: 0.00 숲 100.00 숲 0.00	
Store Stock Purchasing In Stock 0 Stock Bin Location	
Minimum Stock: 0 € Units Per Order: 1.00 € Available 0	
Maximum Stock: 이글 Minimum Order: 이글 Committed 0 Pre-Sold 0	
Weight 0.00 + Extra 0 Bin Locations	
🖌 OK [F10 🔀 Cancel	
▶	
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for Windows	for Windows
Last Cost Profession Edition Multi-User POS V.4.3.3 1	/14/2007 12:46 AM

Create a "trigger SKU" with a Description (Latex Balloon Colors)

- 1. Choose a button (example: HH = Latex Balloon Color List)
- 2. Cost & Retail should be set at 0 (zero value)
- 3. Save (F10)
 - Remember: This SKU (button) will later Trigger a user-define list of SKUs (Balloon colors)



Create the new Item SKUs that will make up your list (example: Latex Balloon Colors)

- 1. Make sure that you use the same pre-fix letter (B) for each SKU (B1, B2, B3, B4,...)
 - B1 = Red Balloon, B2 = Blue Balloon, B3 = White Balloon,



- 1. Find and Highlight the Keyboard "trigger" SKU (HH), Balloon Colors on the Inv-List.
- 2. Click the Tab below, labeled Links
- 3. Click the button labeled Accessory Manager.



In Accessory Manager, click the rectangle box to the left so it becomes Yellow.

- 1. Find the SKUs to add to our list (B1 = Red Balloon, B2 = Blue Balloon, etc..)
- 2. Highlight the desired SKU and click arrow button to send to Text box to right.
 - Repeat until all desired SKUs appear in text box



When complete, the text box will have a list of SKUs.

- 1. You can change the order of the list, by highlighting SKU and clicking up or down arrow.
 - It is good to move to the top of the list the more popular SKUs (example: Red, Blue, White Balloons)
- 2. Click Close to save Accessory List.

POSitive For Windo	ows - The Dog Pound - St	tation: 1	Mendaus II-la						_ @ 🔀
IESCI Menu Invoid	ce: 1176 By: POS Cashier: PO:	S Date: 1/14/2007 Re	egister: 1						▼ ×
SCAN. HH			-				Lookup	L. Suspand	
< Stock:	0 Held:	0 Available:	0)		>	Item [INS]	[Pause]	
Description			Quantity	Price	Dsc.%		Tota	ıl	
BALLOON CO	LORS***********	****	1	0.0	0.00				0.00
2	Accessories For: HH -	BALLOON COLORS*	*****	***					
	SKU	Description RED BALLO	ON		Regular Price 0.50	Selling Price 0.50	Available 9	5	
1	■ B2 ■ B3	BLUE BALLC WHITE BALL	ION .00N		0.50 0.50	0.50 0.50	14 10	2	
		BLACK BALL GOLD BALLC	OON DON		0.50 0.50	0.50 0.50	5	0 5	
	☑ B6	GREEN BAL	LOON DN		0.50 0.50	0.50 0.50	10		
								- I I	
	Use SPACE BAB to tag mu	utiple items				Iag TagA	.II Untag All		
	Press ENTER to send high	liighted or tagged items to	Invoice.						Customer
Quick Sale				<u> </u>			1	[F4]	History [F5]
				<u> </u>		✓ To Invoic	e [F10] 🗙 Car		Void
						Adjus Quantity	t Balance [F6] Register [F7	7] Discount [F8]	Transaction [F9]
LineTotals: Taxable: SalesTax:	0.00 SubTotal: 0.00 - Coupon: 0.00 - Deposit	0.00 0.00 0.00							2
Item Count:	0.00 Total:	0.00							Tender [F10]
Browsing Becords				Professio	n Edition Multi-Lise	r	POS VA2	3 1/14/20	07 1:16 PM

On a Sales Screen, press the Key (HH) that will trigger your SKU List (Balloons)

- 1. Choose the desired SKU(s) (balloon color) from the list (use the keyboard up and down arrow buttons)
 - Highlight the desired SKU(s) and press the keyboard space-bar (or click a check in the adjacent box)
- 2. When complete, press keyboard ENTER key (or click screen button, to invoice)
 - All desired SKUs will be sent to the Sales Screen (Invoice).

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File Edit Register Inventory Management Marketing Accounting Utilities	Window Help							
[ESC] Menu Invoice: 1176 By: POS Cashier: POS Date: 1/14/2007 Re	egister: 1							▼ ×
SCAN.						Lookup	r ∔, Suspend	
<pre>Stock: 102 Held: 2 Available:</pre>	100)			>	[INS]	[Pause]	
Description	Quantity	Price	Dsc.%			Total		
BALLOON COLORS**************	1	0.00	0.00					0.00
WHITE BALLOON	1	0.50	0.00					0.50
GREEN BALLOON	1	0.50	0.00					0.50
								~
Bill To Ship To Note				~				
			<	🚺 Sho	w More	Select Bill To	Edit Bill To	Customer
Quick Sale				Opt	ions [F2]	[F3]	[F4]	History [F5]
			,					
			<	4 🗸	Adjust	Balance	Discoupt (E8)	Void Transaction
				Qua	nay [F6]	negister [F7]		[F8]
LineTotals: 1.00 SubTotal: 1.00								
I axable: 0.00 - Loupon: 0.00 SalesTax: 0.00 - Deposit 0.00 Ibase Country 2.00 Tatabase 1.00						1	_00	Tandar
								[F10]
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What appears on the Sales Screen will be:

- Your Trigger SKU (HH) with @ \$0.00 (a cleaner look is to have no description in trigger SKU)
- Your selected SKUs (balloon colors)
- The Trigger SKU Key concept also works well with other items
 - Sandwich Lists, Cappuccino Flavors, School Supplies, etc....

POS Keyboard Programming



Remember, you can make any White Key button perform 3 things:

- 1. **Open SKU**, that will prompt for a Price (Open Dept. Key = Bevg. Misc.)
- 2. Smart SKU that can be tracked and has a specific PRICE (Otis Cookie Key)
- 3. Trigger list of SKUs (balloon colors) activated by 1 key (trigger SKU Key)
 - Create a key-button description, so user can navigate easy
 - Keyboard Buttons can edited and removed easy.
 - If you wish to learn more about Advance Keyboard programming, contact us.
 - ⇒ info@schoolpos.com