

## Assignment – Shortcuts in POSitive

Using the POS Training function on your register, complete the following shortcut command analysis while viewing the system's operations.

A. What keyboard key do the following characters refer to when used in combination with a letter or number? Example - as in \*2.

1. \* - ALT
2. ^ - CTRL
3. \_\_ - ALT
4. [F] - Function (hot key)

B. Identify what function will take place for each of the following shortcuts when viewed on the screens listed below.

### Manager Console Screen

5. [F2] - The Register Center
6. [F9] - The Inventory Center
7. [F10] - Open the Drawer
8. ^ R - The Report Center
9. [Shift F11] – Access the Time Clock
10. [\*2] - Item Check
11. [\*3] – Balance Register

### Invoice Screen

12. [F3] - Select a Customer
13. [F6] – Adjust Quantity
14. [F7] – Balance the Drawer
15. [F9] – Void or Cancel the Transaction
16. INS – Insert – brings up the Inventory List to select from
17. CTL N – Add a Note

### Inventory Listing Screen

18. [F6] - Lists Inventory in Alphabetical Order
19. [F8] – Brings up the Dept. / Category List to select for inventory viewing
20. [F12] – Menu List for an item
20. P - Pricing Information for an Item