

POS Keystroke Shortcuts

Being successful in the use of the POS system requires practice and experience. Fortunately, there are dozens of shortcuts built into the POS software that will make your register operation easier and more efficient. Every screen in POSitive contains numerous shortcuts. In addition, using a programmable keyboard will provide additional shortcuts with built-in commands using specialized hot keys. Ultimately, the goal is to navigate the software without using the mouse whenever possible, opening up counter space and speeding up the transaction.

In working on the computer, you may have a layer of screens on top of one another. Remember the one visible on top will have the current commands in effect, even if there is a similar keystroke for a different command used in a lower screen. Remember, top screen rules! The function keys [F] will be essential for many shortcuts. Again, the shortcut will adjust depending on what screen appears on top. On the Invoice Screen, the [F6] key will adjust quantity, but if you click on the Item Lookup tab or [Insert] key, the Inventory List appears on top, and the [F6] command will now sort the Inventory List in alphabetical order.

Even if you are not using a programmable keyboard, or if it has become disabled, certain hot key functions can be utilized with keystroke combinations. Examples might include: instead of clicking the Notes hot key, you can enter the keystroke combo. CTRL N. Or instead of using the Coupon hot key, click CTRL C. Each will do the same thing. Also the [F] function keys should all work. Other hot keys may not.

In general, the following keystroke combinations will be in effect.

^ = CTRL

*** = ALT**

[F] = function key

U = Underscore letter = ALT

For all screens, the Tab key = (or has the same function as) the Enter key. The [F10] is generally the finish command for any activity, function, or change.

In the following pages we will be looking at three of the most basic screens viewed on a daily basis, with an explanation of commands in effect for each page or function.

Shortcuts on the Manager Console Screen

Function Keys

- A. [F2] = Register Center (for access to functions relating to sales activity)
- B. [F3] = Management Center (for access to management level functions)
- C. [F4] = Inventory Center (for depts.. and categories and promotions)
- D. [F5] = Purchase Center (for PO's and Bar Code Labels)
- E. [F8] = Customer Center (for access to customer information)
- F. [F9] = Inventory Center (for inventory listing – add, edit, delete)
- G. [^F9] = Vendors (for access to vendor information)
- H. [F10] = Open the Drawer
- I. [^R] = Report Center

Additional keystroke shortcuts or tabs

- J. [Shift F11] = Time Clock - in and out
- K. [^ /] = Log out or in
- L. [::::] = A Calculator
- M. [::::] = A Calendar

Custom keystroke shortcuts depending on the Center above that is being viewed. As an example, in the Register Center [F2], the following commands would be in effect from the middle columns

- N. [1] = Invoice (Creates or brings up the invoice screen)
- O. [2] = Layaway (Creates or brings up the layaway screen)

- P. [*1] = Invoice History (accessed to view previous sale invoices)
- Q. [*2] = Item Check (accessed for price checks and gift card checks)
- R. [*3] = Balance Register
- S. [*5] = AR Payments

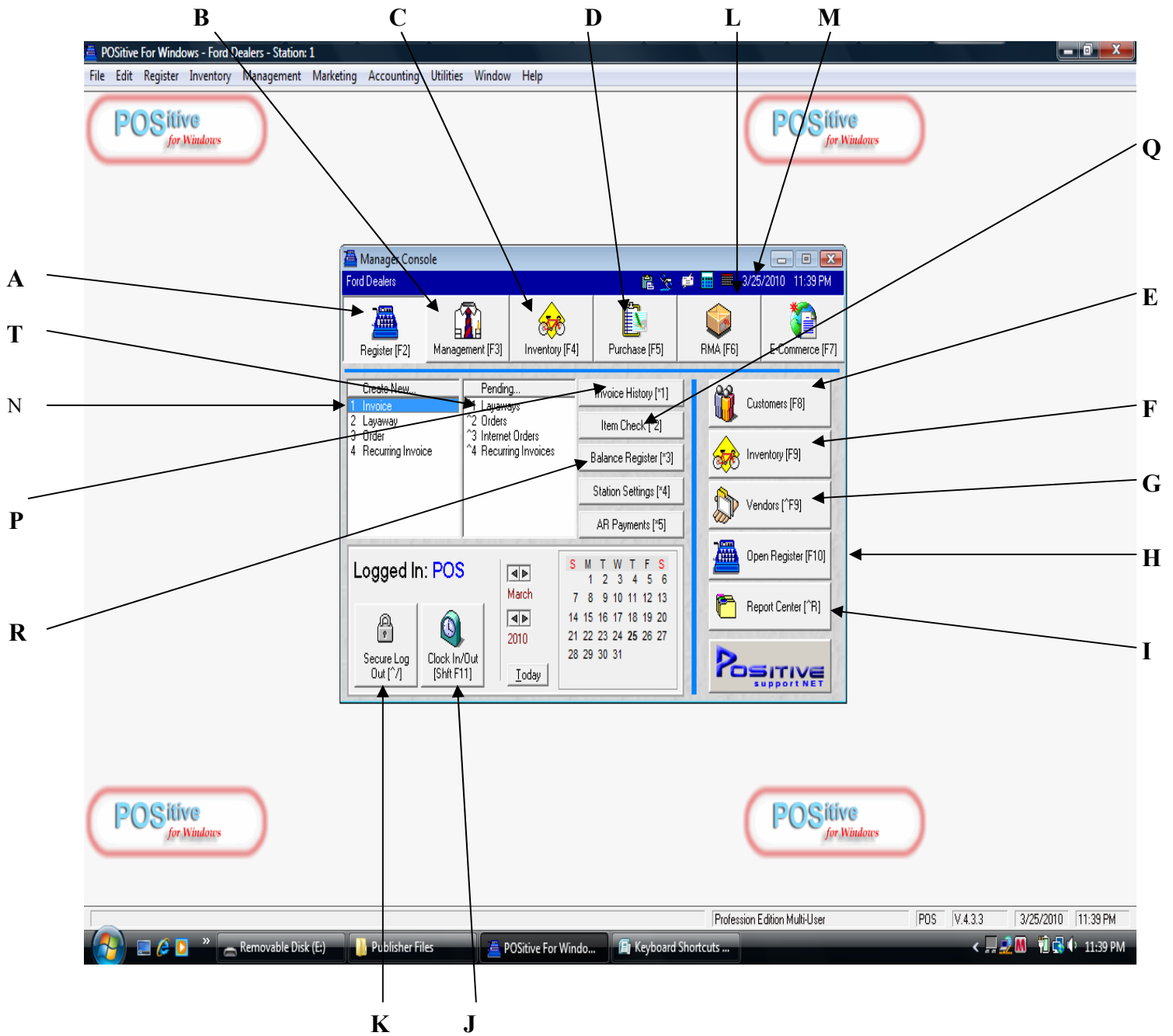
- T. [^1] = Pending layaways

A reminder for combination keystrokes.

[^]= CTL, [* = ALT], [X = ALT]

For any of the above, for security reasons, some function centers will not be available to employees assigned as student/cashiers.

Shortcuts on the Manager Console Screen



Shortcuts on the Invoice Screen

Function Keys

- A. [F2] = Show More Options
- B. [F3] = Select Bill to – Customer List
- C. [F6] = Adjust Quantity
- D. [F7] = Balance the Register
- E. [F8] = Adjust for a \$ or % Discount
- F. [F9] = Void the Transaction / Cancel the Sale
- G. [F10] = Tender

On the Alternative Screen (After clicking F2 – Show More Options)

- H. [F2] = Return to Original Option Screen
- I. [F3] = Take an AR Payment
- J. [F5] = Open the Drawer
- K. [F7] = Return from Invoice

Commands that can take the place of a keyboard hot key or tab from above

- L. INS = Insert Key
- M. CTL C = Enter a Coupon Amount
- M. CTL N = Add a Note
- N. CTL R = Process a Return
- O. CTL D = Adjust for a Discount

For any of the above, for security reasons, some function centers will not be available to employees assigned as student/cashiers.

Shortcuts on the Invoice Screen

POSitive For Windows - Ford Dealers - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

[ESC] Menu Invoice: 12177 By: POS Cashier: POS Date: 3/26/2010 Register: 1

SCAN

Stock: 0 Held: 0 Available: 0

Description	Quantity	Price	Dsc.%	Total
OXFORD EMB STAFF LG	1	30.00	0.00	30.00
CENTRAL C BB HAT BLUE	1	12.00	0.00	12.00

Bill To | Ship To | Note |

Quick Sale

Line Totals: 42.00 SubTotal: 42.00
 Taxable: 0.00 Coupon: 0.00
 Exempt: 0.00 Deposit: 0.00
 Item Count: 2.00 Total: 42.00

42.00

Tender [F10]

Profession Edition Multi-User POS V.4.3.3 3/26/2010 12:14 AM

Callouts: A, B, C, D, E, F, G, L

Alternate Screen (After clicking F2)

POSitive For Windows - Ford Dealers - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

[ESC] Menu Invoice: 12177 By: POS Cashier: POS Date: 3/26/2010 Register: 1

SCAN

Stock: 0 Held: 0 Available: 0

Description	Quantity	Price	Dsc.%	Total
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Bill To | Ship To | Note |

Quick Sale

Line Totals: 42.00 SubTotal: 42.00
 Taxable: 0.00 Coupon: 0.00
 Exempt: 0.00 Deposit: 0.00
 Item Count: 2.00 Total: 42.00

42.00

Tender [F10]

Profession Edition Multi-User POS V.4.3.3 3/26/2010 12:21 AM

Callouts: H, I, J, K

Shortcuts on the Inventory List Screen

Function Keys

- A. [F6] = Lists all inventory in alphabetical order
- B. [F8] = Brings up the Dept. / Category list to locate an item by a category
- C. [F5] = Lists all inventory by SKU
- D. [F12] = Menu List
- E. [F3] = Find an item by criteria

Keystroke Commands

- F. P = ALT P = Pricing information
- G. V = ALT V = Vendor information
- H. B = ALT B = Info bar – full product details

For any of the above, for security reasons, some function centers will not be available to employees assigned as student/cashiers.

Shortcuts on the Inventory List Screen

The screenshot shows the 'Inventory List' window in the POSITIVE for Windows application. The window title is 'Inventory List' and it contains a table of inventory items. The table has columns for 'SKU (S)', 'Description (F6)', 'Our Price (F7)', and 'Reg. Price'. The items listed are:

SKU (S)	Description (F6)	Our Price (F7)	Reg. Price
028000131708	NESTLES CRUNCH	0.75	0.75
028000131751	NESTLES CRUNCH	0.75	0.75
034000151202	REESE STICKS	0.75	0.75
034000240005	HERSHEYS MILK CHOCOLATE	0.75	0.75
034000241002	HERSHEYS ALMONDS	0.75	0.75
034000244003	ROLO	0.75	0.75
034000246007	KIT-KAT	0.75	0.75

Callouts A through H point to the following elements:

- A**: Points to the search bar labeled 'To Search, type the first few characters of the SKU'.
- B**: Points to the 'Item Menu [F12]' button.
- C**: Points to the 'Menu [SC]' button.
- D**: Points to the 'InfoBar' button.
- E**: Points to the 'Find [F3]' button.
- F**: Points to the 'Pricing' tab in the 'Notes' section.
- G**: Points to the 'Stock' tab in the 'Notes' section.
- H**: Points to the 'All Active Inventory' button.

The 'Notes' section at the bottom of the window includes tabs for 'General', 'Pricing', 'Stock', 'Vendors', 'Links', 'Promos', and 'Price Breaks'. The 'Pricing' and 'Stock' tabs are highlighted. The 'Standard Note' field is empty. The 'Promos' section shows 'Current Promos: None'.