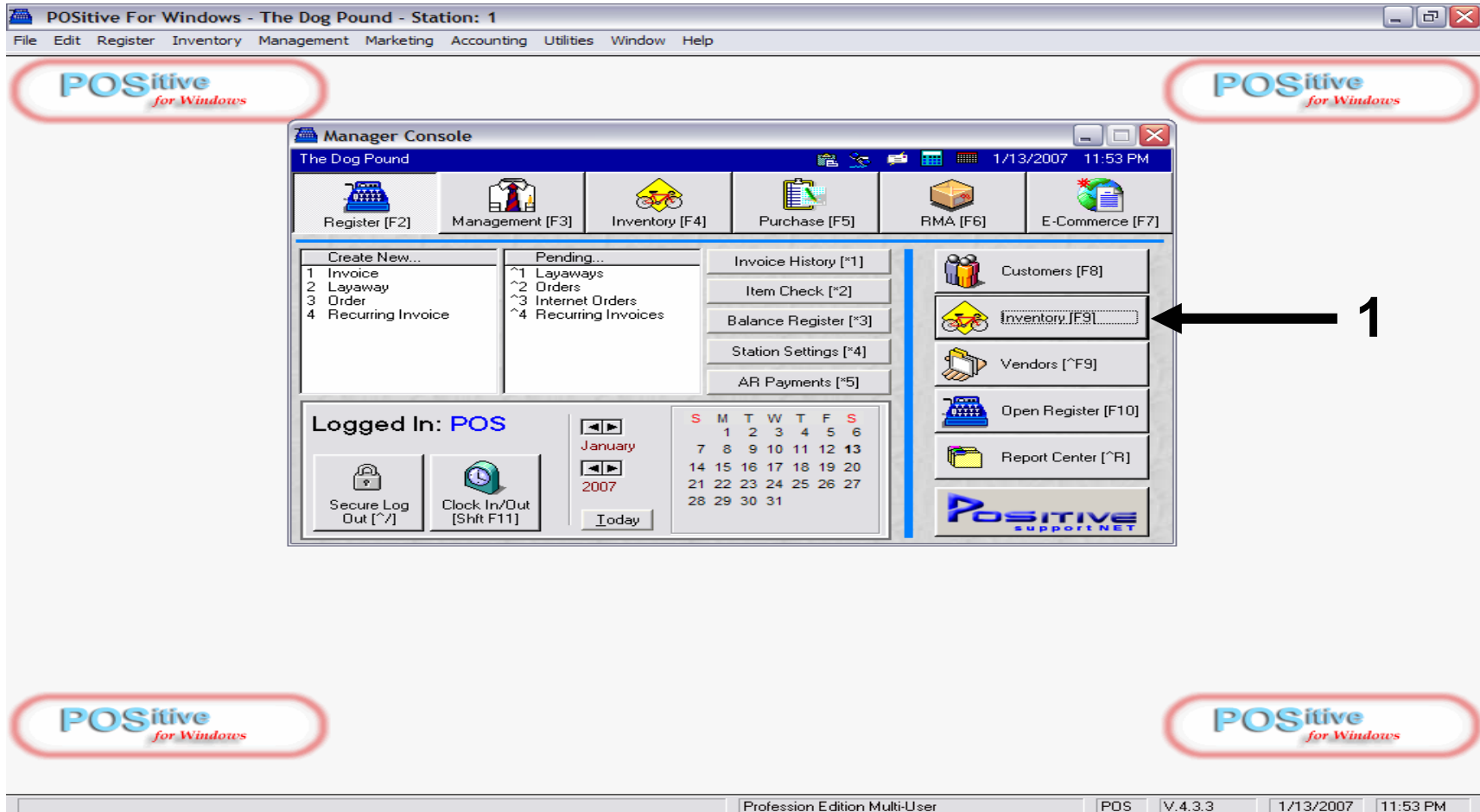


POS Keyboard Programming



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)

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File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSitive for Windows

POSitive for Windows

Inventory List

Menu [ESC] Find [F3] Dept/Catg Filter[F8] Item Menu [F12] InfoBar

Dept: OPEN DEPARTMENT KEY Catg: Open Beverages Hide Detail [F11]

To Search, type the first few characters of the SKU Scan Mode

SKU> [F5]	Description [F6]	Our Price: [F7]	Reg. Price
BB	BEVERAGES MISC*****	0.00	0.00
CC	CANDY MISC*****	0.00	0.00
DD	SMART GIFT CARDS*****	0.00	0.00
EE	GIFT/SPIRIT ITEMS MISC*****	0.00	0.00
FF	SCHOOL SUPPLY MISC*****	0.00	0.00
GG	SNACKS MISC*****	0.00	0.00
GIFTCERT	SMART GIFT CARDS*****	0.00	0.00

Select Buy Now [F4] UDE Copy Add Edit Delete

Standard Note:

Edit [F2]

Notes General Pricing Stock Vendors Links Promos Price Breaks

Close

Stocks ^SKUs Pic Icons

In Stock 0
Held 0
Pre-Sold 0
Available 0
On Order 0
Committed 0
For Kits 0
Extra 0
Due
Units Per 1

^Bin Maintenance

Promos Actions Status

Current Promos:
None

POSitive for Windows

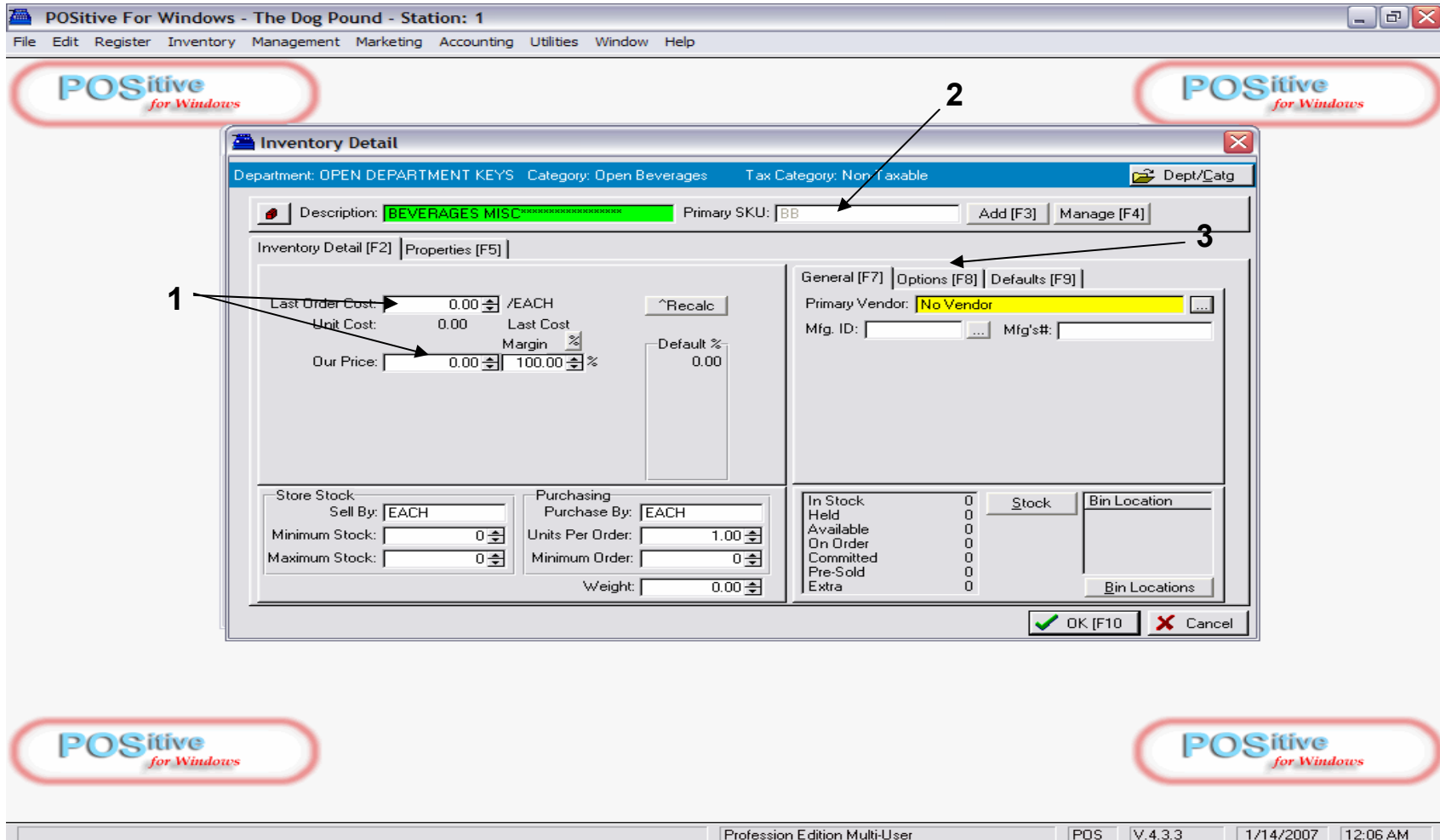
POSitive for Windows

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1 →

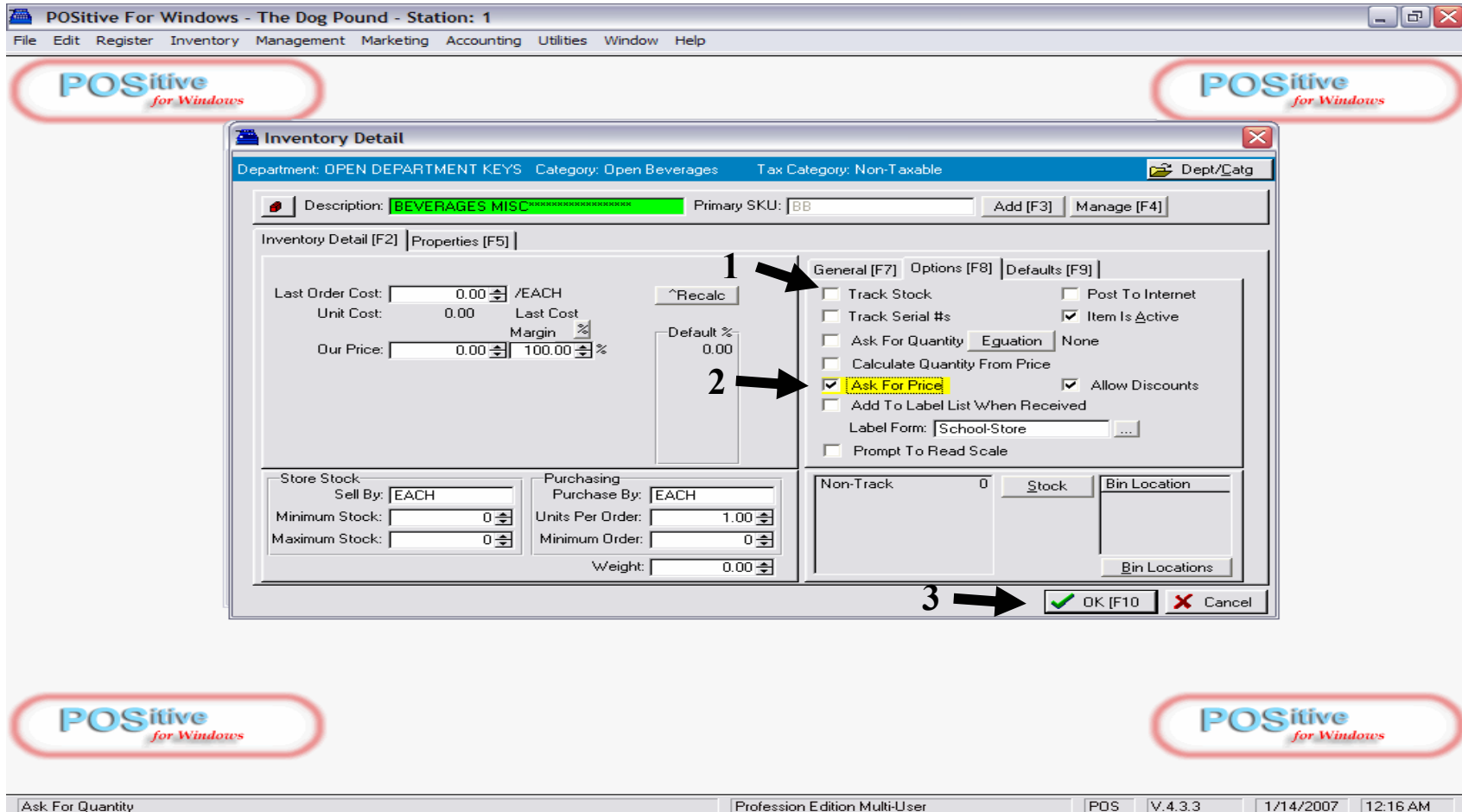
Add a New Item or Find an existing item that you wish to associate with a KEY.

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



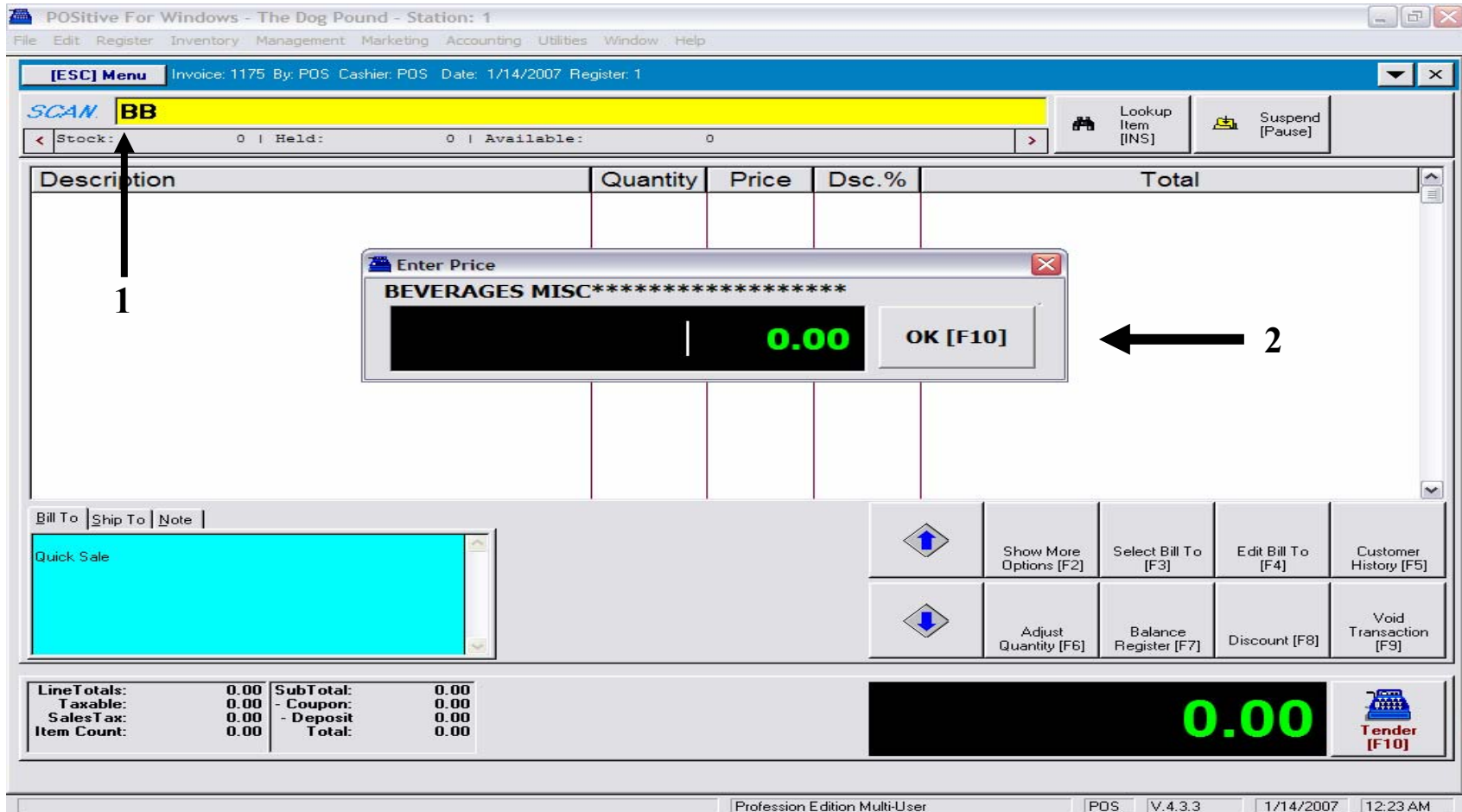
Here is an example of an Open Department Item File (BB = Beverage Misc.)

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.



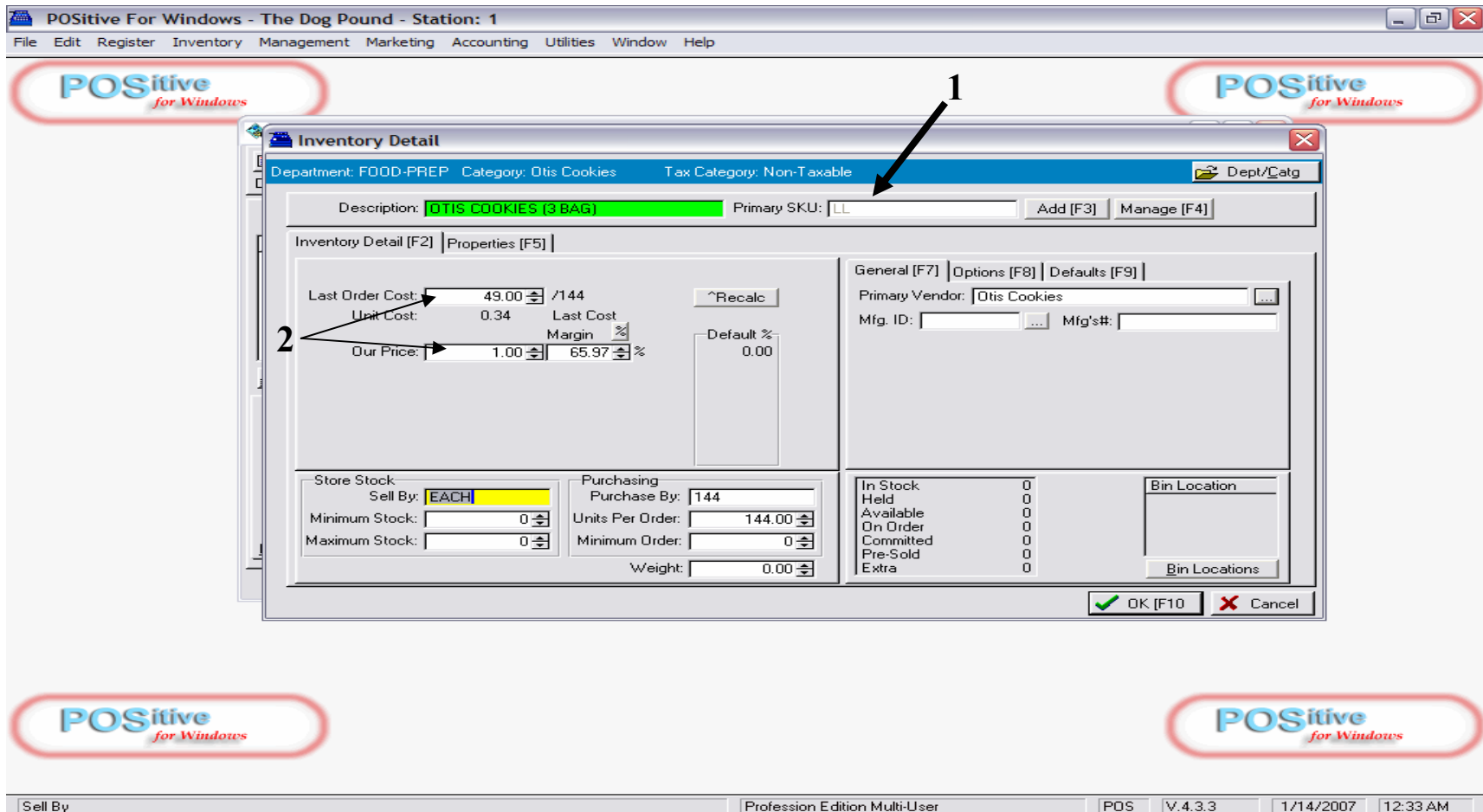
In the options tab:

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



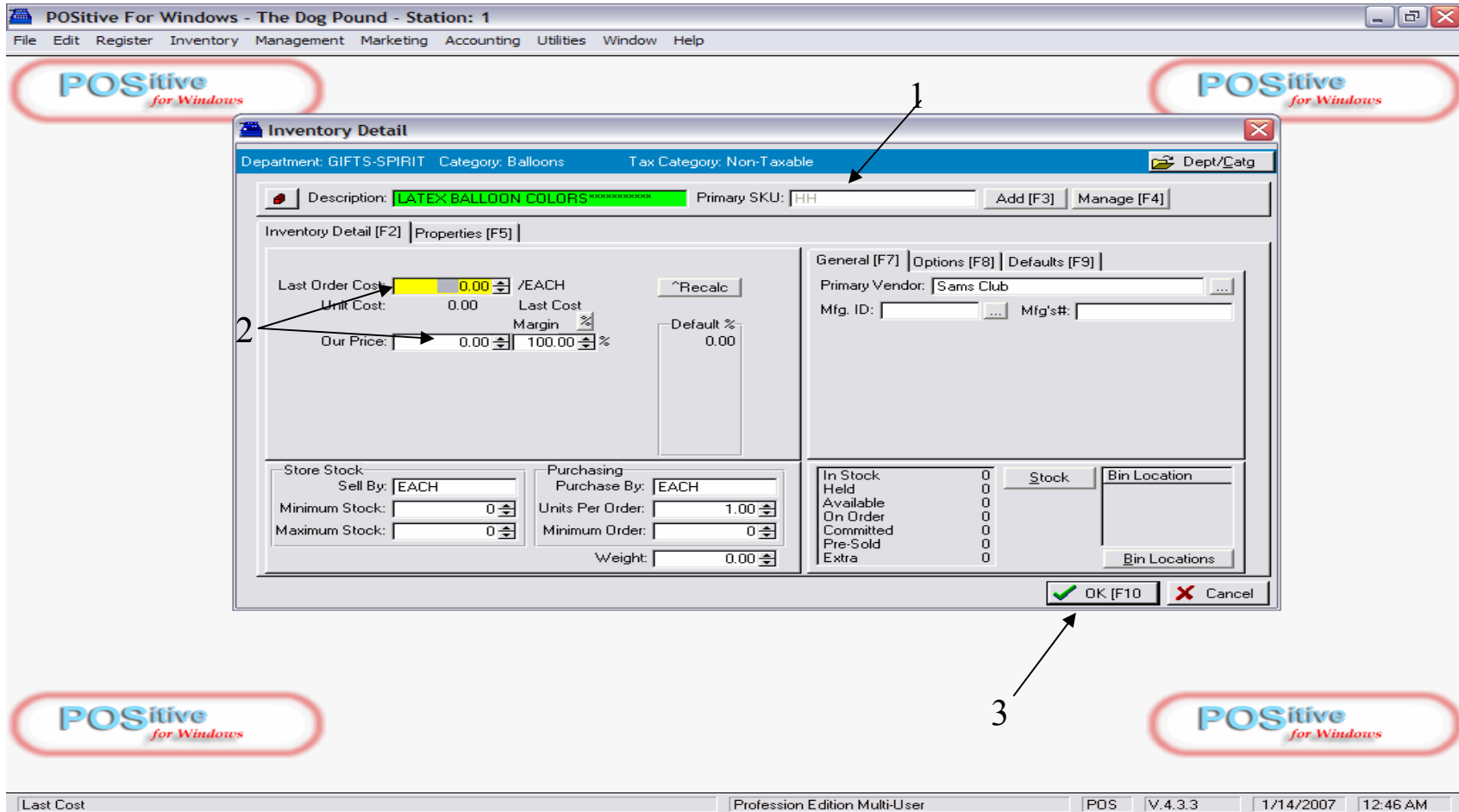
Test your Open-Dept. key on the Sales Screen:

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.



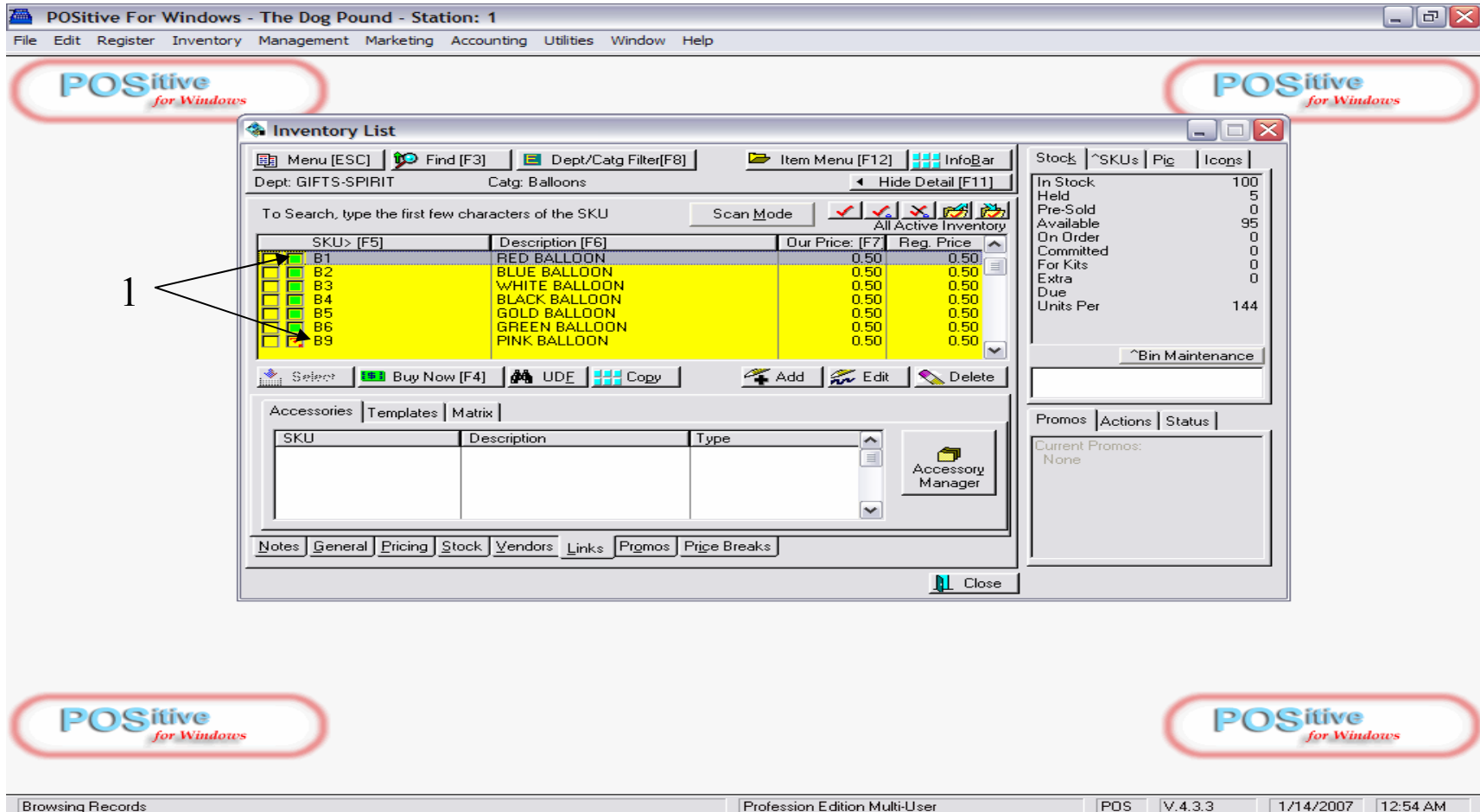
Another way to use smart keys is for non-barcoded items

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



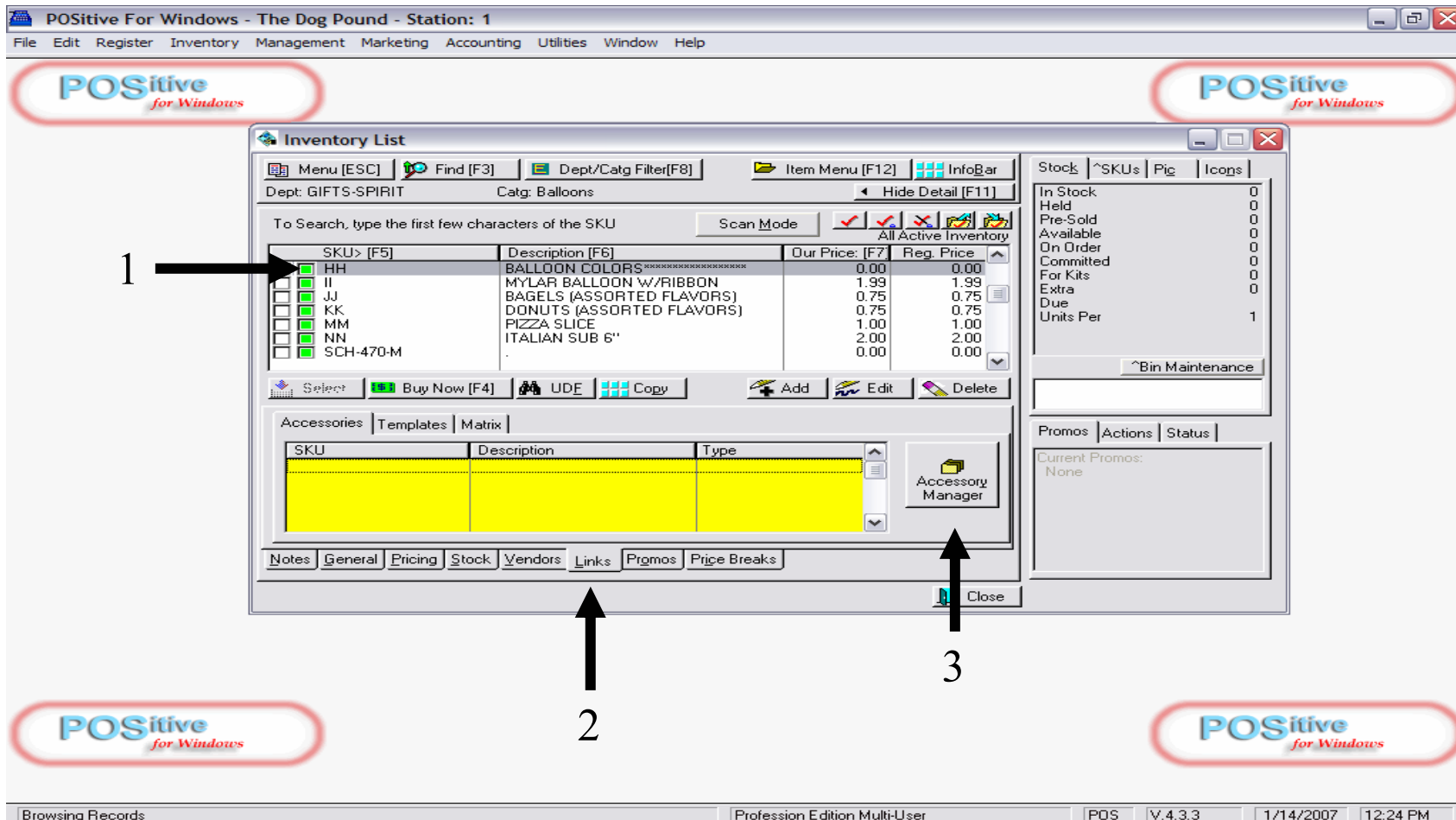
Create a "trigger SKU" with a Description (Latex Balloon Colors)

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)

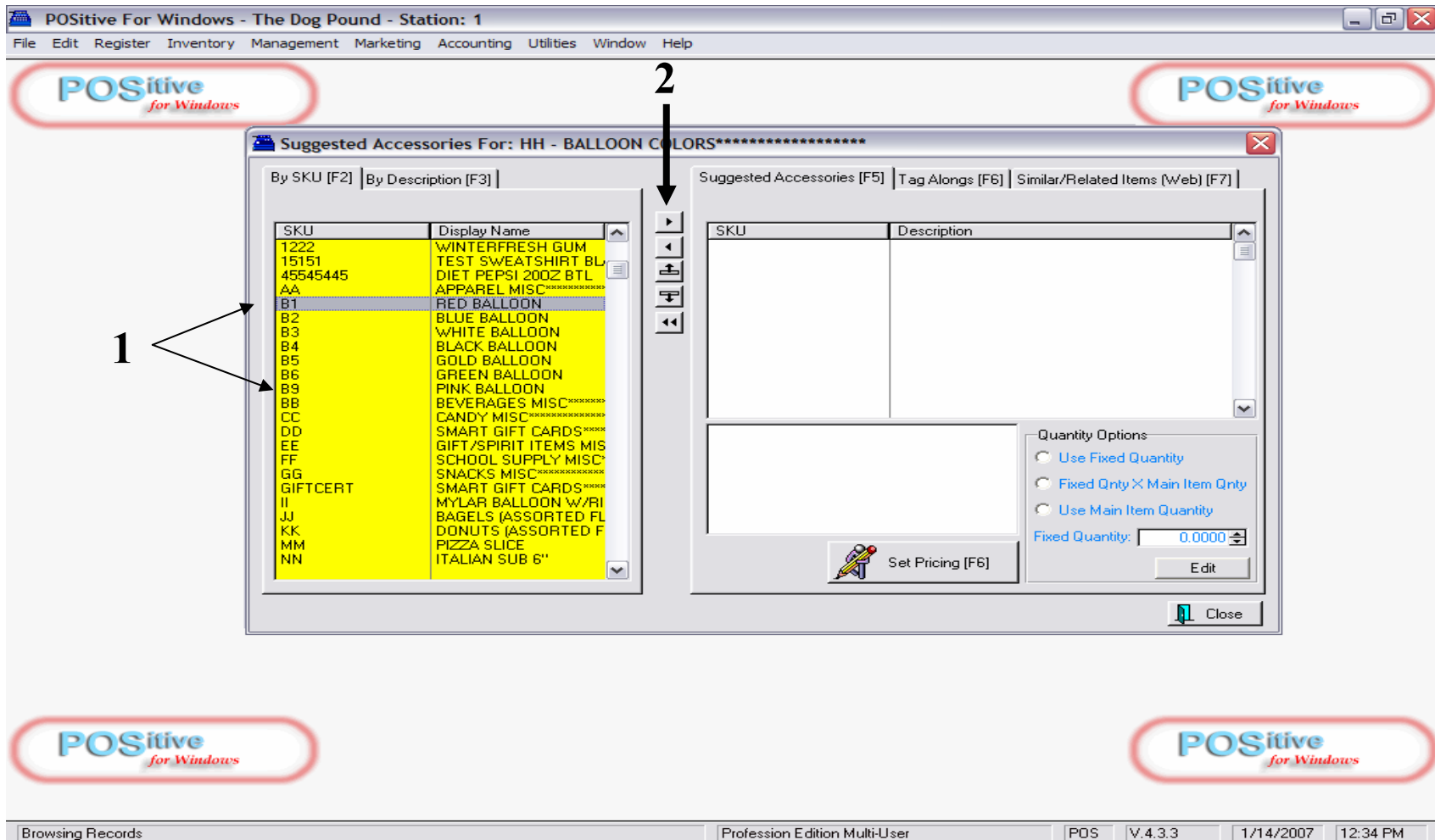


Create the new Item SKUs that will make up your list (example: Latex Balloon Colors)

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,

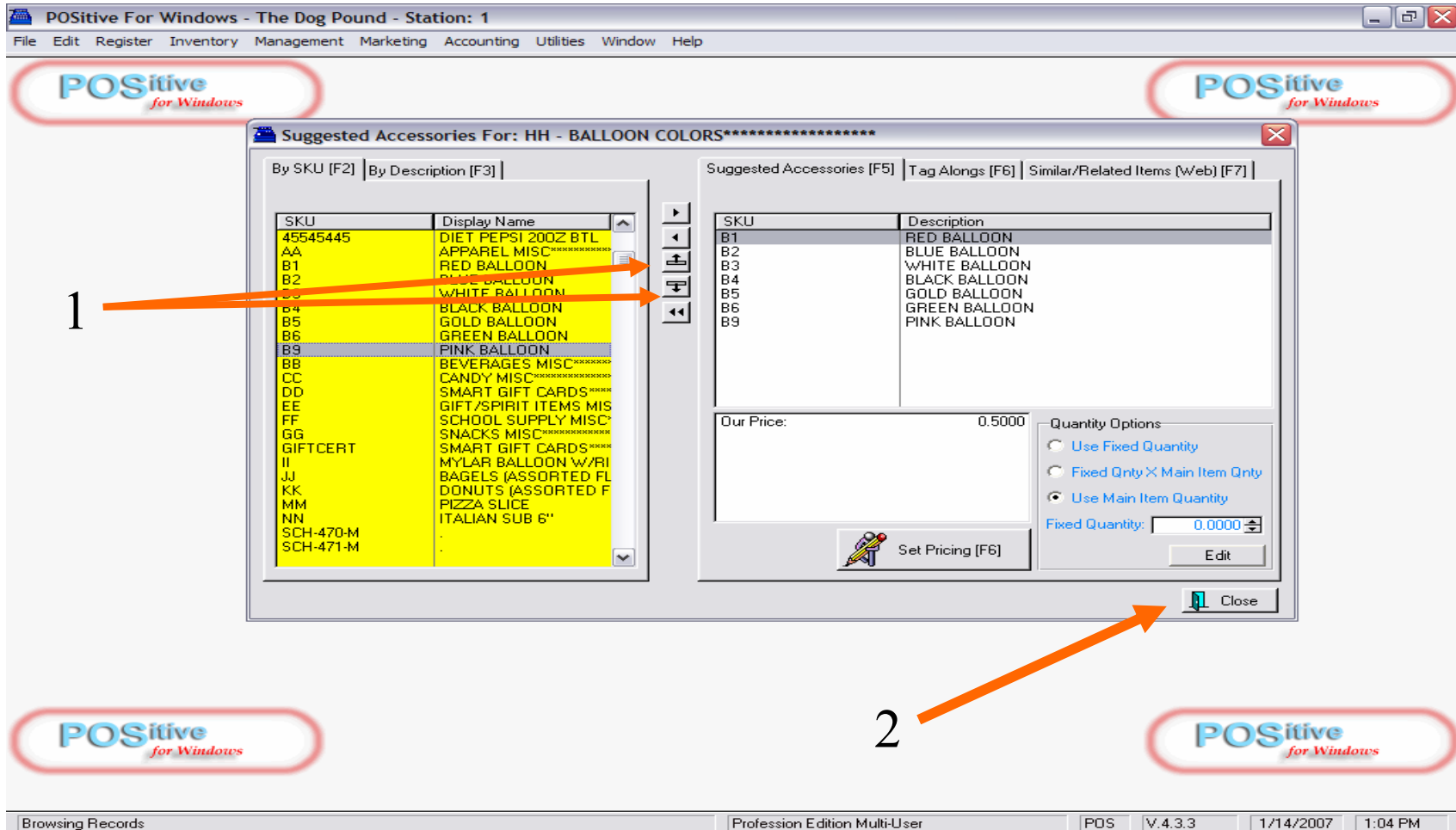


1. Find and Highlight the **Keyboard** “trigger” SKU (**HH**), **Balloon Colors** on the Inv-List.
2. Click the Tab below, labeled **Links**
3. Click the button labeled **Accessory Manager**.



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.**

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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 Register: 1

SCAN HH

Stock: 0 | Held: 0 | Available: 0

Description	Quantity	Price	Dsc.%	Total
BALLOON COLORS*****	1	0.00	0.00	0.00

Accessories For: HH - BALLOON COLORS*****

SKU	Description	Regular Price	Selling Price	Available
<input type="checkbox"/> B1	RED BALLOON	0.50	0.50	95
<input type="checkbox"/> B2	BLUE BALLOON	0.50	0.50	142
<input checked="" type="checkbox"/> B3	WHITE BALLOON	0.50	0.50	102
<input type="checkbox"/> B4	BLACK BALLOON	0.50	0.50	50
<input type="checkbox"/> B5	GOLD BALLOON	0.50	0.50	5
<input checked="" type="checkbox"/> B6	GREEN BALLOON	0.50	0.50	101
<input type="checkbox"/> B9	PINK BALLOON	0.50	0.50	0

Use SPACE BAR to tag multiple items.
Press ENTER to send highlighted or tagged items to Invoice.
Press ESCape to cancel.

Tag Tag All Untag All

To Invoice [F10] Cancel

Bill To | Ship To | Note

Quick Sale

Hit Bill To [F4] Customer History [F5]

Void Transaction [F9]

Adjust Quantity [F6] Balance Register [F7] Discount [F8]

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Tender [F10]

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

- 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)
- When complete, press keyboard ENTER key (or click screen button, to invoice)
 - All desired SKUs will be sent to the Sales Screen (Invoice).

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

[ESC] Menu Invoice: 1176 By: POS Cashier: POS Date: 1/14/2007 Register: 1

SCAN

Stock: 102 | Held: 2 | Available: 100

Lookup Item [INS] Suspend [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 |

Quick Sale

Show More Options [F2] Select Bill To [F3] Edit Bill To [F4] Customer History [F5]

Adjust Quantity [F6] Balance Register [F7] Discount [F8] Void Transaction [F9]

LineTotals:	1.00	SubTotal:	1.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	3.00	Total:	1.00

1.00

Tender [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