

Insert School Store POS CD in CD drive. With Windows XP, wait for list-prompt to appear, choose Windows Explorer option. If no list-prompt appears, double-click, <u>MY COMPUTER</u> on desktop, and double-click D-drive (CD).

The CD contains 2 Folders that you will need to COPY & PASTE:

- 1. Right-click School POS Info. Folder, choose COPY from Menu list (use left mouse button to do this)
 - Minimize your screen view, so you are looking at your Windows Desktop.
 - Right-click anywhere on the Desktop, choose PASTE
 - Wait for Copy-Paste meter to finish. At bottom taskbar, click minimized CD folder to RESTORE original view.

2. Right-click School-Store Folder, choose COPY from Menu list (use left mouse button to do this)

- 3. In upper left-corner of screen chose BACK (click arrow), double click Local Disc (C:). Yes, to view all contents of C-Drive.
- Right-click anywhere in C drive, choose PASTE
- Wait for Copy-Paste meter to finish. At bottom taskbar, right click minimized folder, Choose CLOSE from Menu list.



1. Once you pasted on your **DESKTOP** the **SCHOOL POS INFORMATION** folder, double-click it. Note: Adobe Reader will be needed to view some of the .pdf files below:

This folder contains POS lessons, utilities and help guides that are very useful. (Explore by double clicking Folders)

- Advance Lessons: Physical inventory, Gift Cards, Database organization
- Network Test: Click redrtest icon. Check change settings. Click test button. Click close to finish. Do this on every PC that uses POS.
- **POS Manuals:** Choose from Quick, POS, Label, and e-Com Manuals. Note: POS help guide is located here. Same as F1 inside POS program.
- About Us: School Store organization, ideas, newsletter...
- **POS Hardware:** Hardware connection & warranty guide
- Upgrades: POS upgrades stored here. Call b4 installing.
- Training: Outline of School Store POS training sessions.



Once you pasted in your C-Drive the School-Store folder, double-click it.

- You will see a **PFW** folder
- Double Click the **PFW** folder

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Once you have <u>double clicked</u> the **PFW** folder, • You will see many folders & files arranged alphabetically

- - 1. Go to top Menu and click View
 - 2. Choose List from menu
 - 3. Find the **PFW.exe** (blue cash register), always next to a **PFW**?

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Once you have located the **PFW.exe** ,

- 1. Highlight & Right Click
- 2. Choose Create a Shortcut

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Once you have created a PFW.exe shortcut (it appears as the last file at bottom of your screen)

- 1. Highlight the Shortcut & Right Click
- 2. Choose Copy
- 3. Close View (exit screen), so you are looking just at your Windows Desktop



Once your Windows Desktop,

- 1. Right Click anywhere
- 2. Choose Paste



Once you have <u>pasted</u> the shortcut to **PFW.exe**,

- 1. Highlight & Right Click
- 2. Choose Rename



1. Rename the desktop shortcut to POS 1

- Double Click to Execute and test.....
- POS Network users should name other PC stations: POS 2, 3, 4 etc... (contact us on Network setups)



Once you have double-clicked your POS 1 shortcut, allow 30 seconds for program to load

- 1. In the choose **company screen**, highlight the 2nd line.
- 2. Check, Always Choose This Company
- 3. Click Select Company



Once you have clicked Select Company, a Sales ID & Password screen appears:

- 1. For Sales ID: Type in **POS**, then click OK (or choose the ENTER or TAB keyboard button)
- 2. For Password: Type in **POS** (or choose the ENTER or TAB keyboard button)



Once you have logged into POS, a **POSitive Alert** screen appears:

- 1. Click YES to Backup and test this important feature
 - Congratulations, POS has backed your data files. It can auto-backup @ 1:00 am if POS is left on.
 - Please re-enter your ID: POS & Password: POS



Once you have logged into POS, remove the graphic tool bar above by:

- 1. Click Help and Un-check Show Tool Bar
 - This will help create a less-busy look in your POS Console
 - Learn more about effective navigating in The POS Console in future lessons.