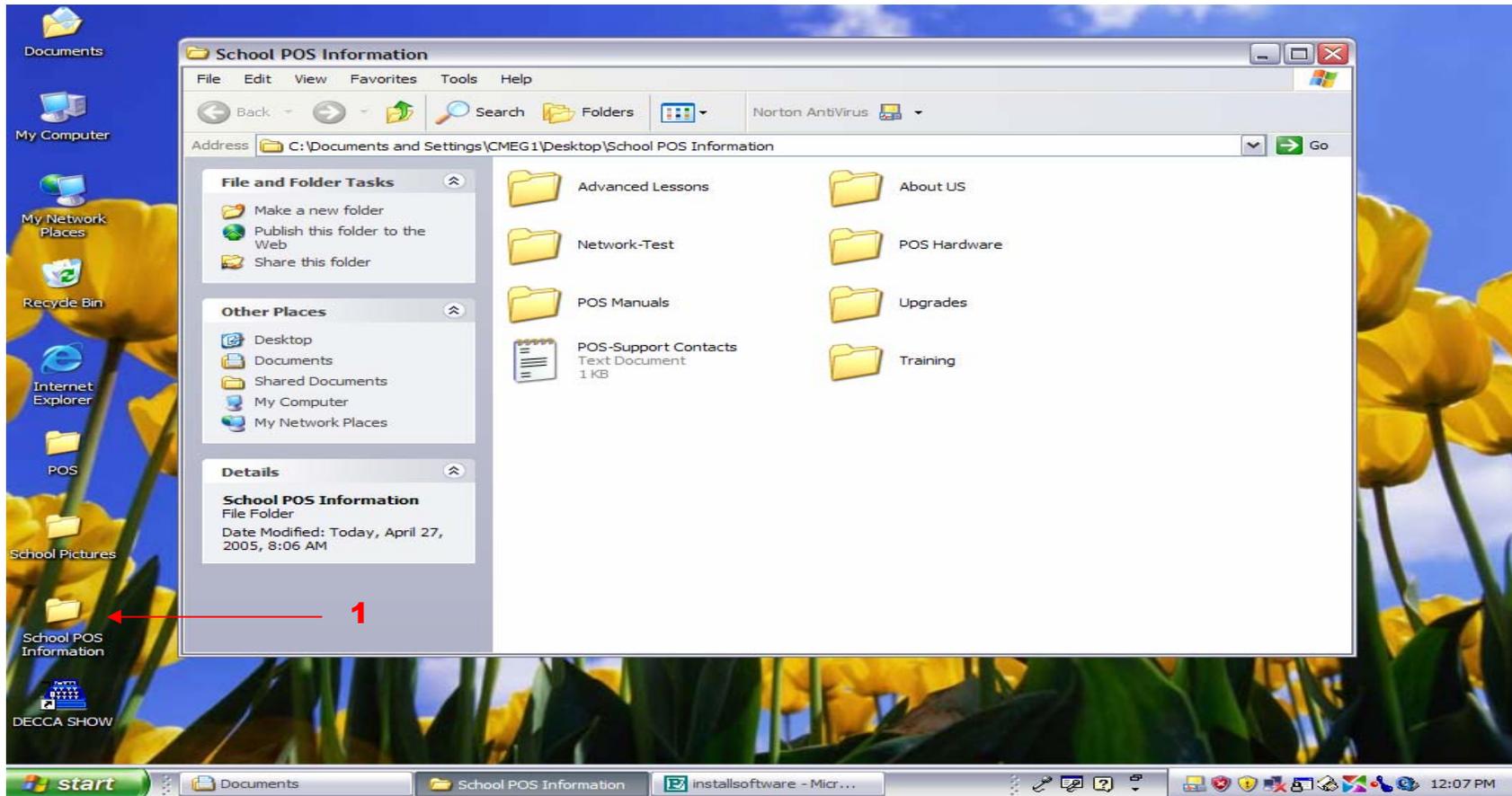


**Insert School Store POS CD  in CD drive. With Windows XP, wait for list-prompt to appear, choose Windows Explorer option. If no list-prompt appears, double-click, MY COMPUTER on desktop, and double-click D-drive (CD).**

**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.**

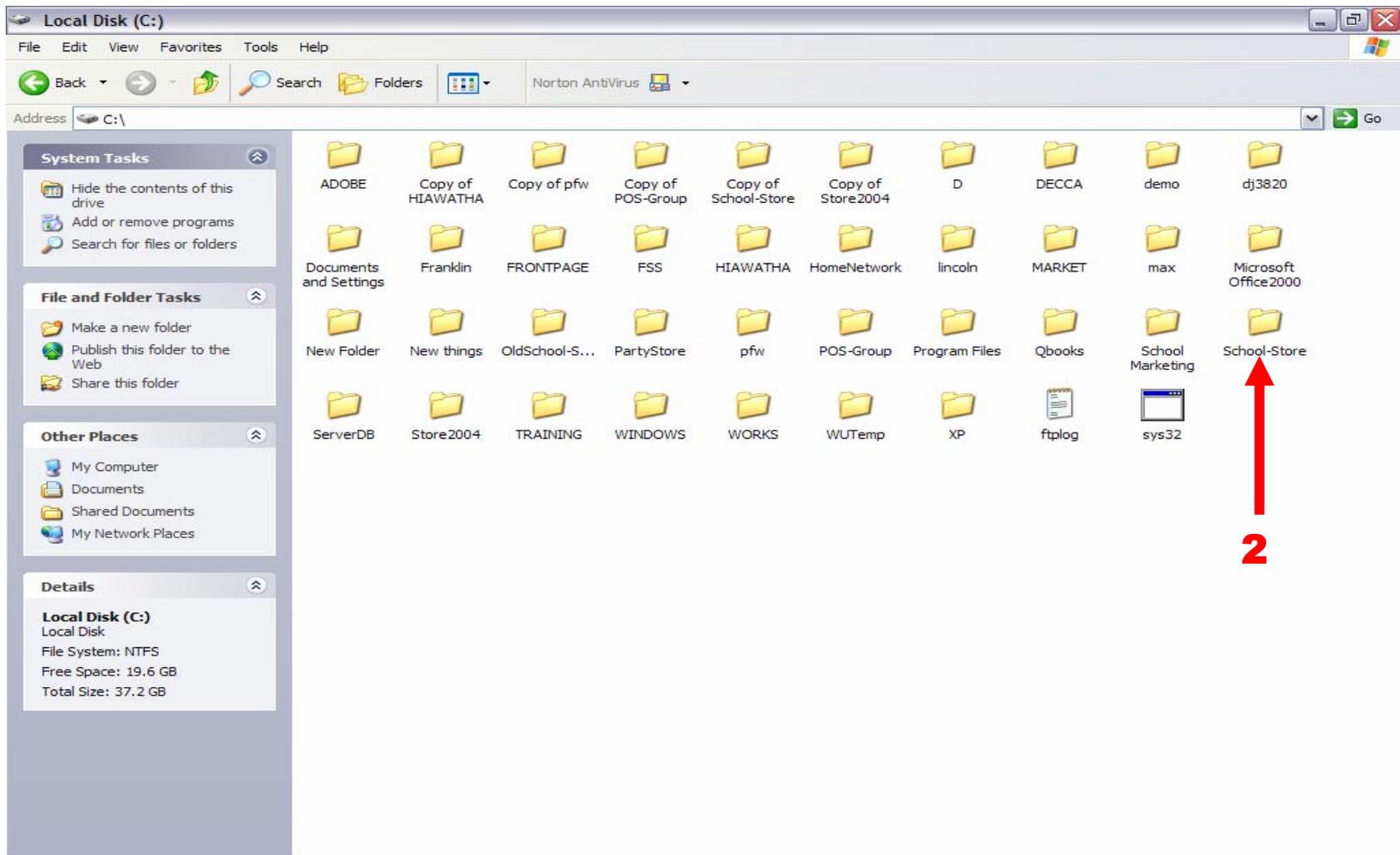


1. Once you pasted on your **DESKTOP** the **SCHOOL POS INFORMATION** folder, double-click it. Note: Adobe Reader will be needed to view some of the .pdf files below:

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

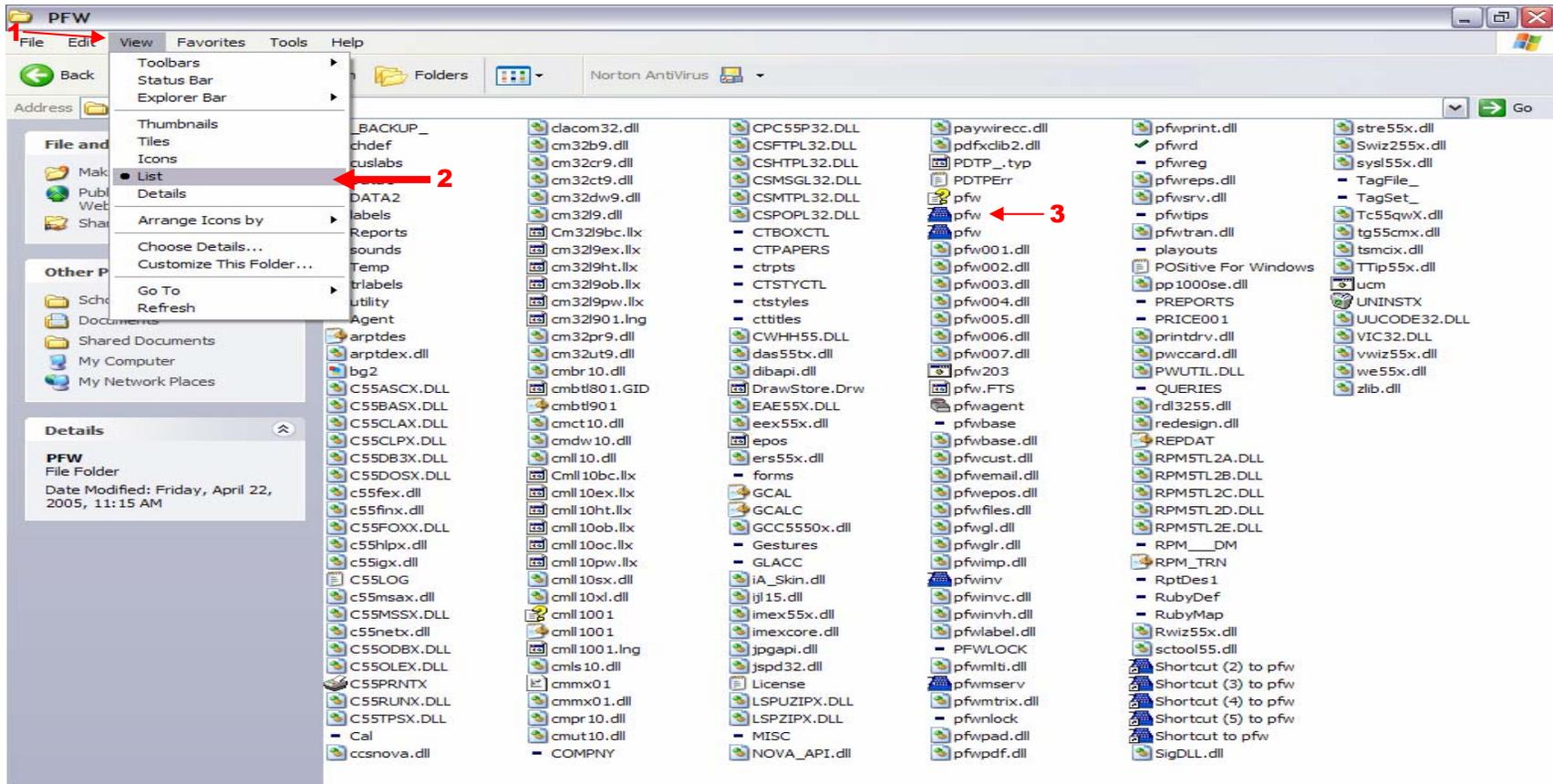
- **Advance Lessons:** Physical inventory, Gift Cards, Database organization
- **Network Test:** Click redrtest icon. Check change settings. Click test button. Click close to finish. **Do this on every PC that uses POS.**
- **POS Manuals:** Choose from Quick, POS, Label, and e-Com Manuals.
- **About 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.

Note: POS help guide is located here. Same as F1 inside POS program.



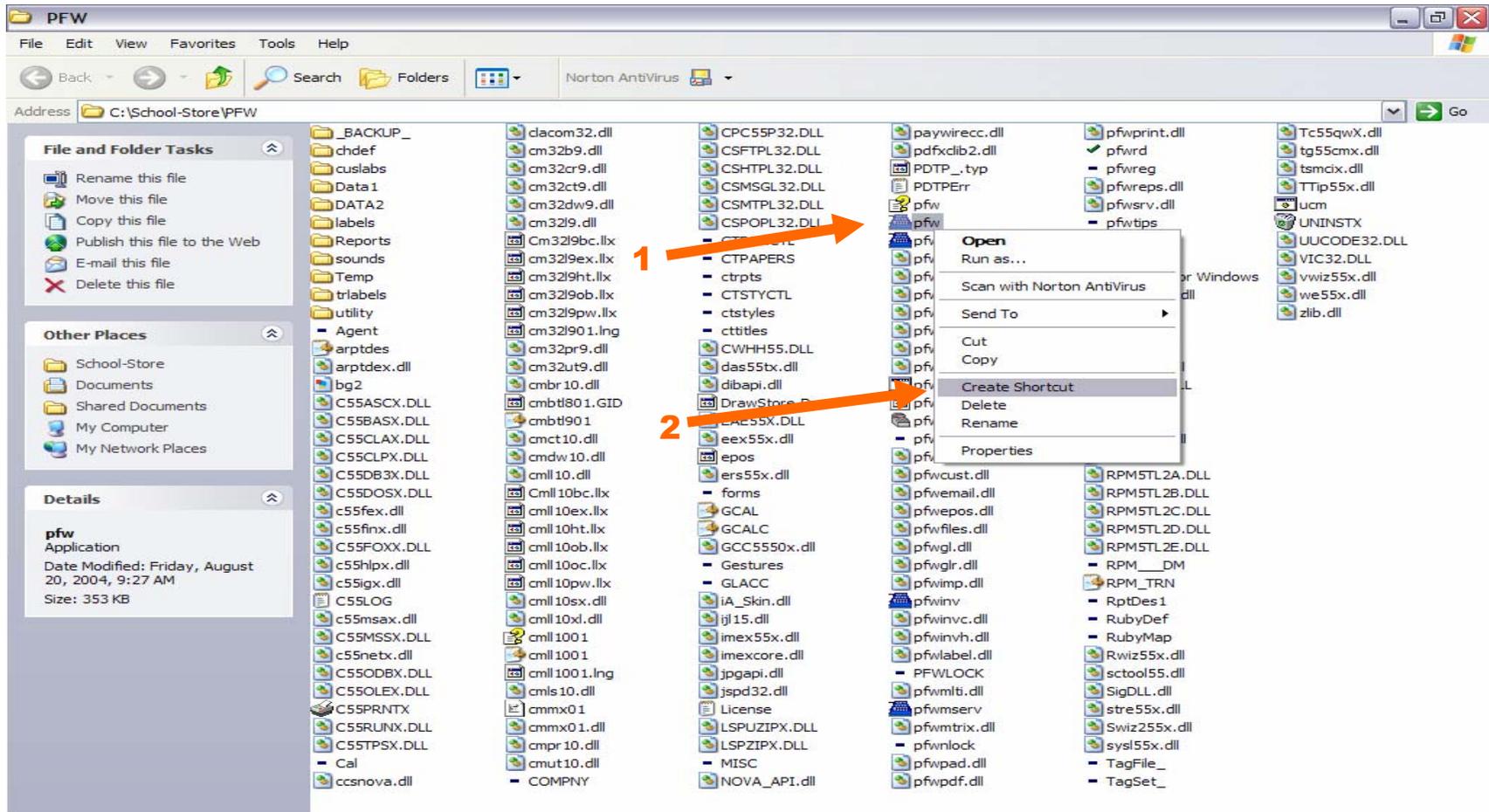
Once you pasted in your **C-Drive** the School-Store folder, double-click it.

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



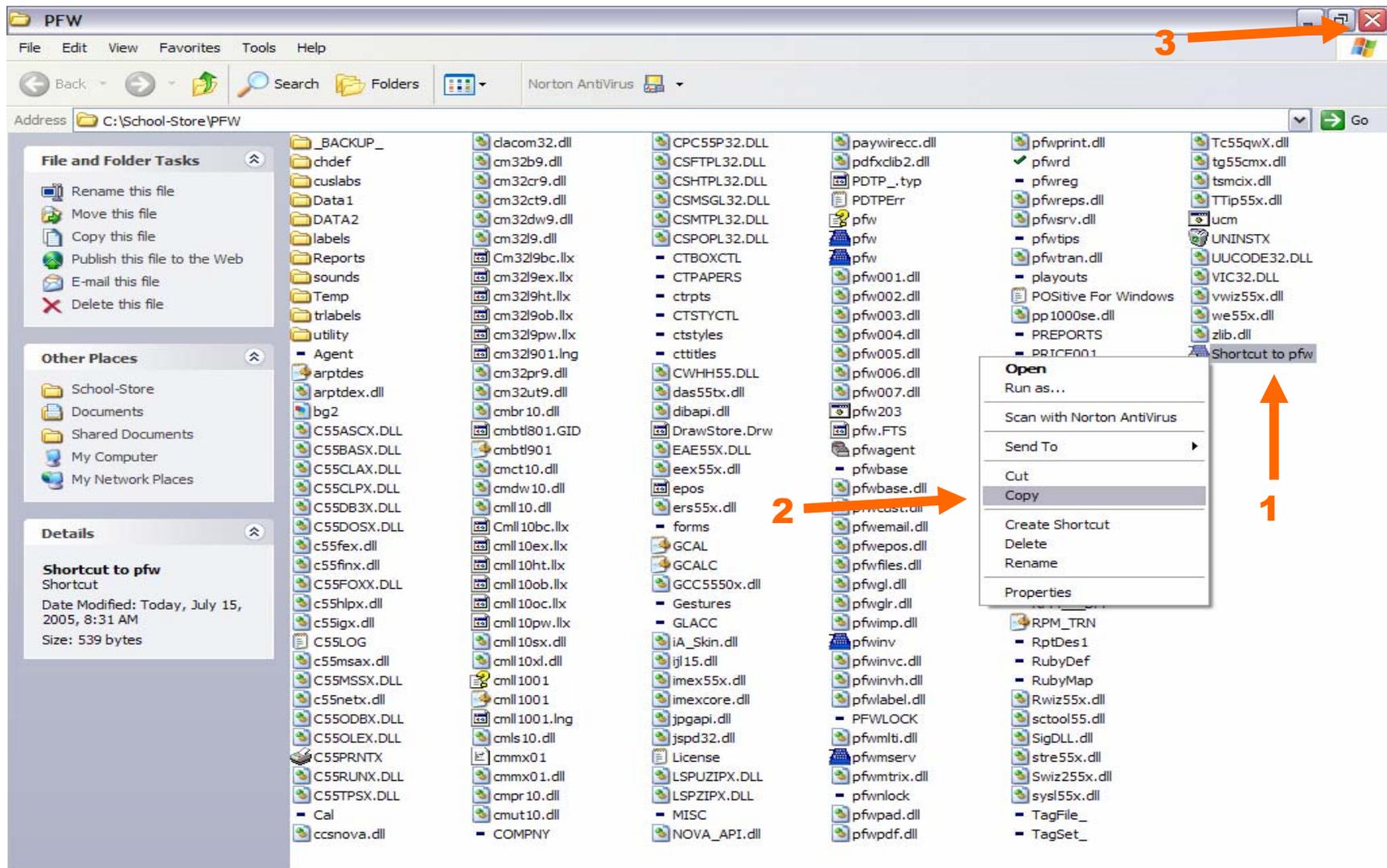
Once you have double clicked the **PFW** folder,

- 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 ?**



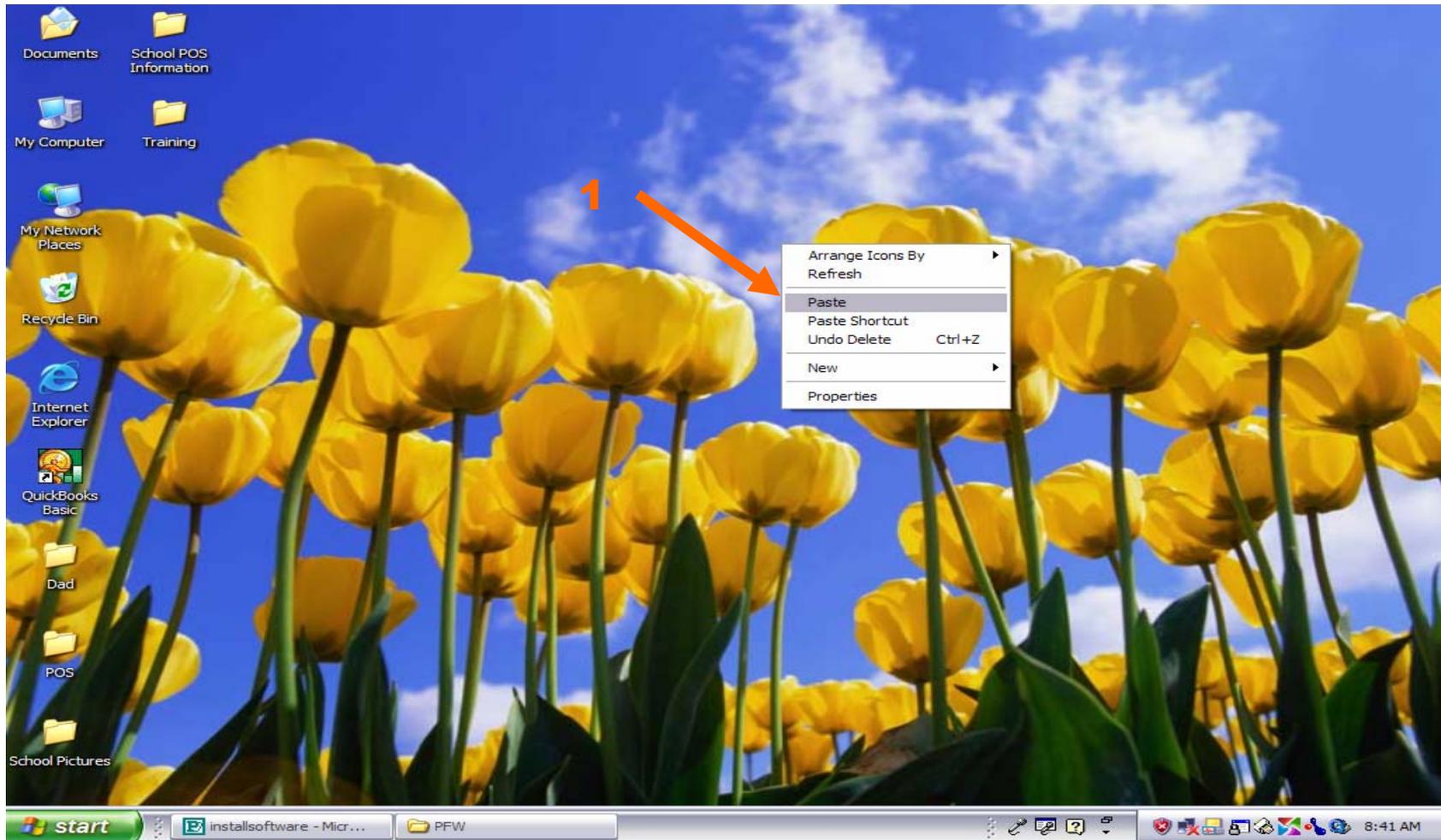
Once you have located the **PFW.exe** ,

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



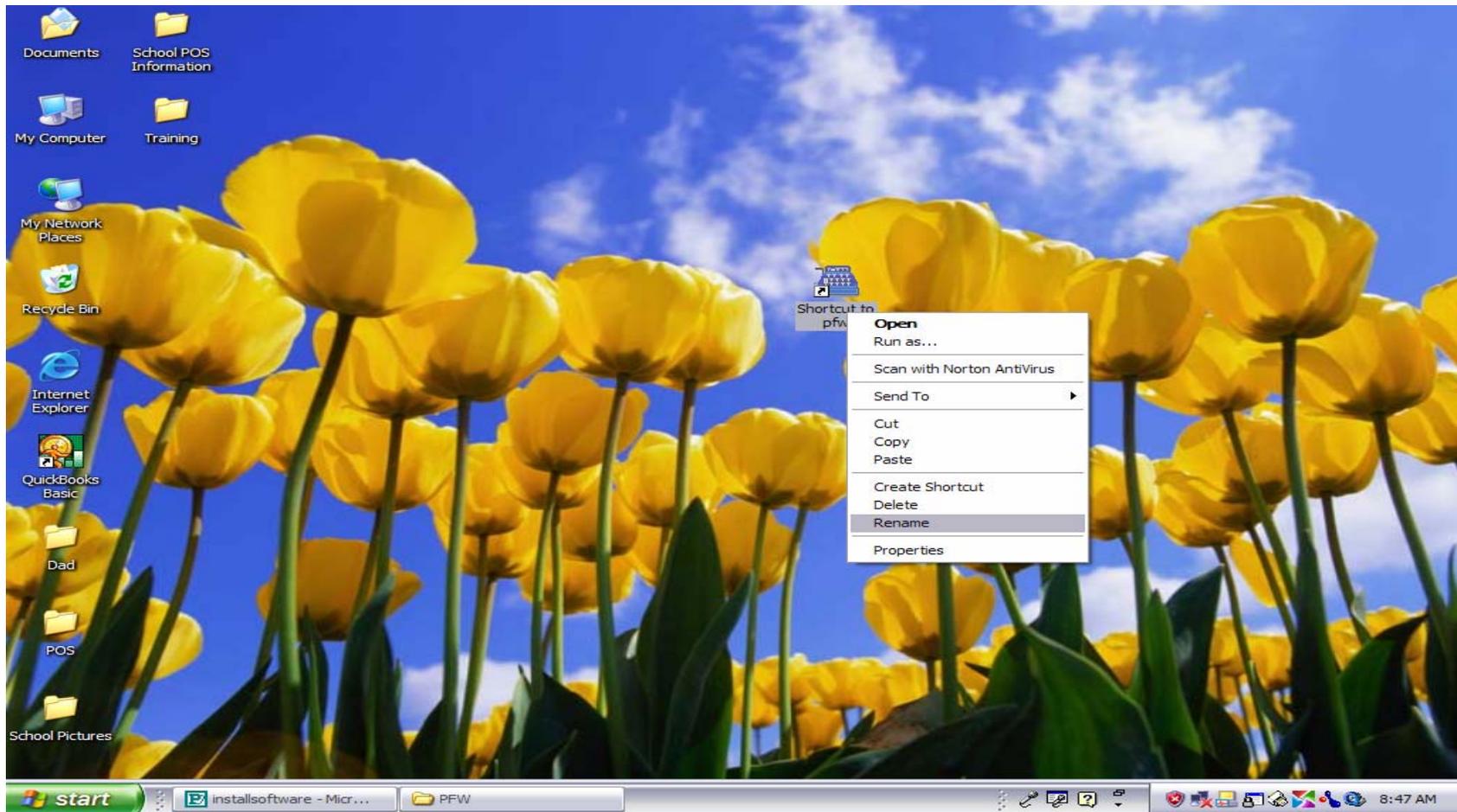
Once you have created a PFW.exe shortcut (it appears as the last file at bottom of your screen)

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



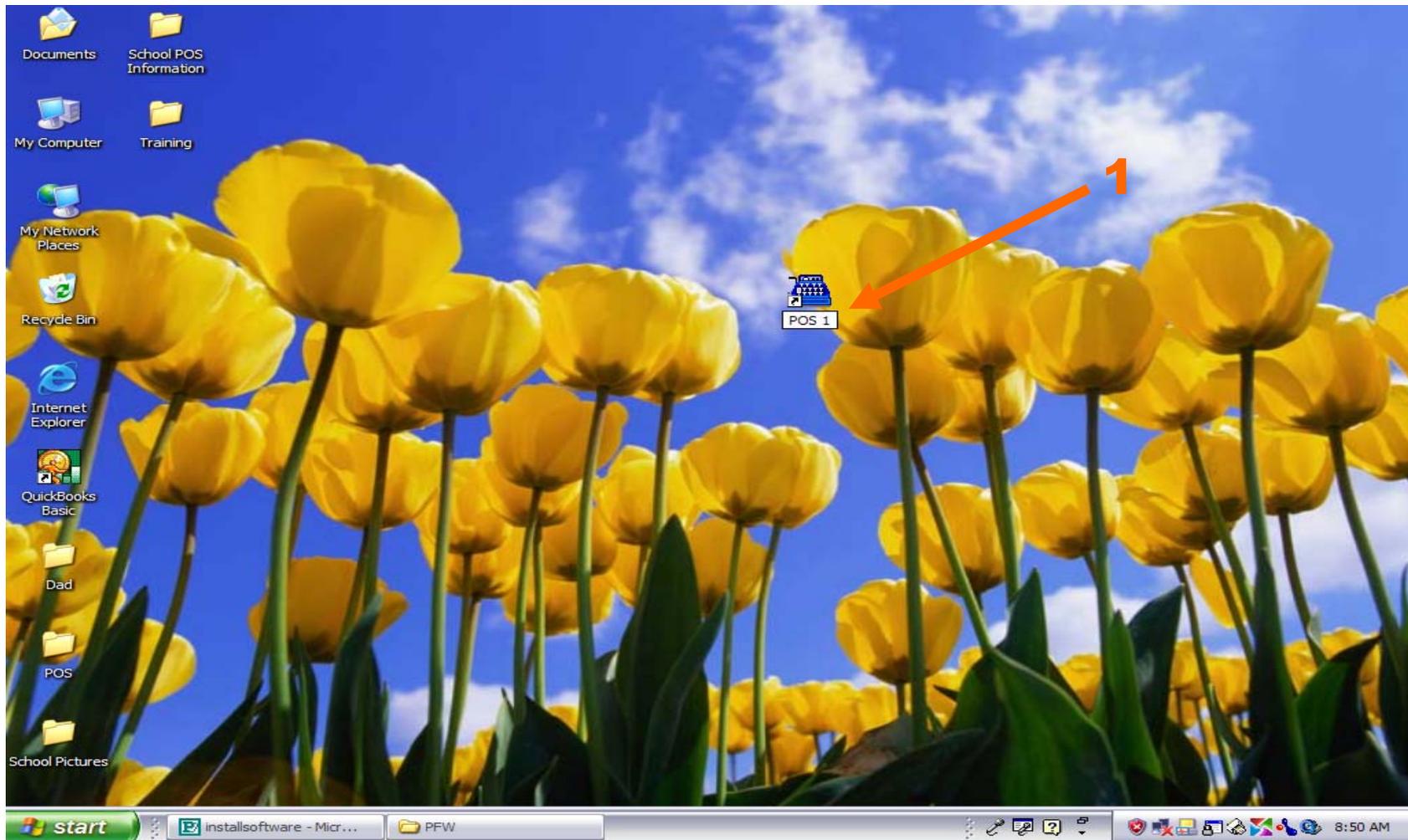
Once your Windows Desktop,

1. Right Click anywhere
2. Choose Paste



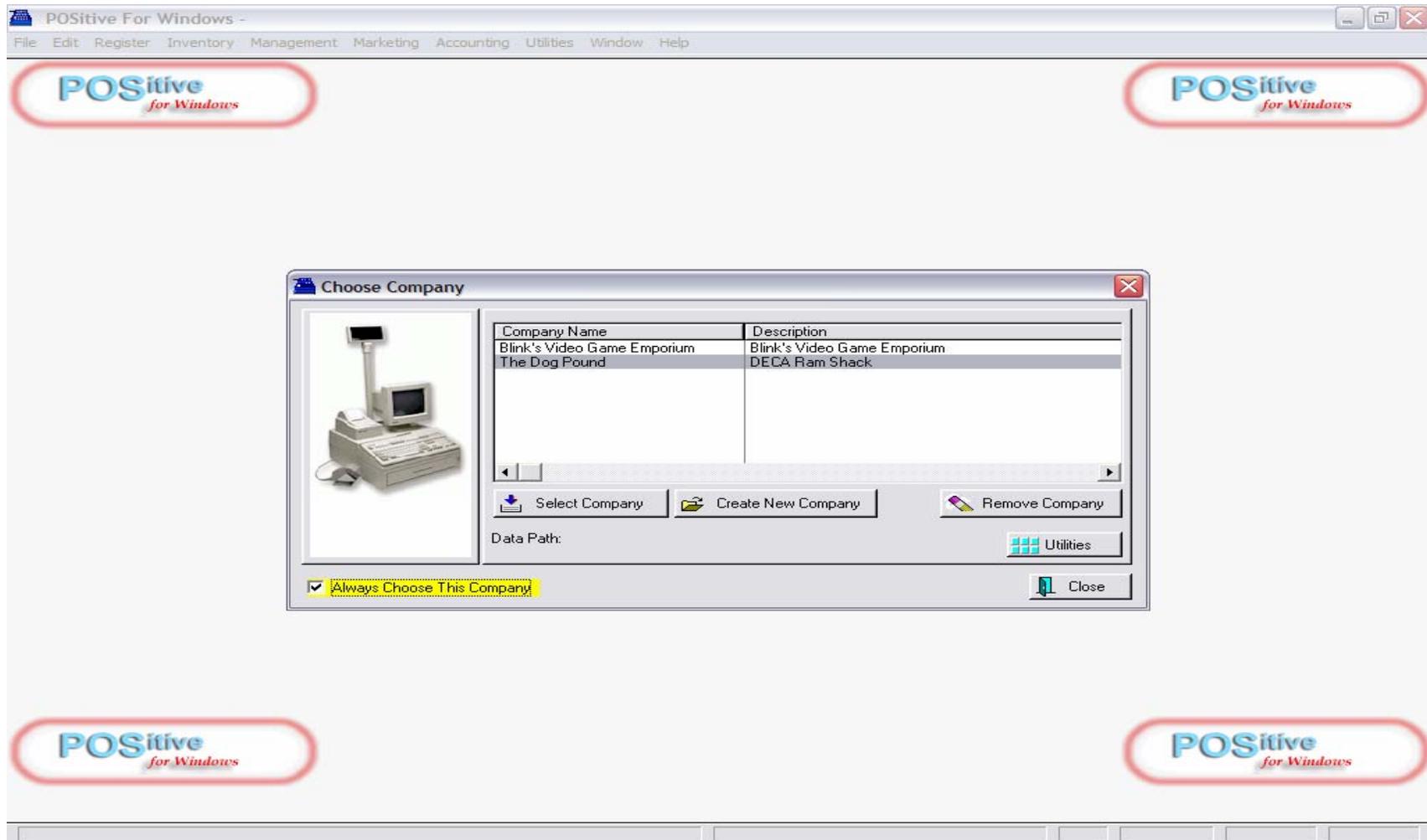
Once you have pasted the shortcut to **PFW.exe** ,

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



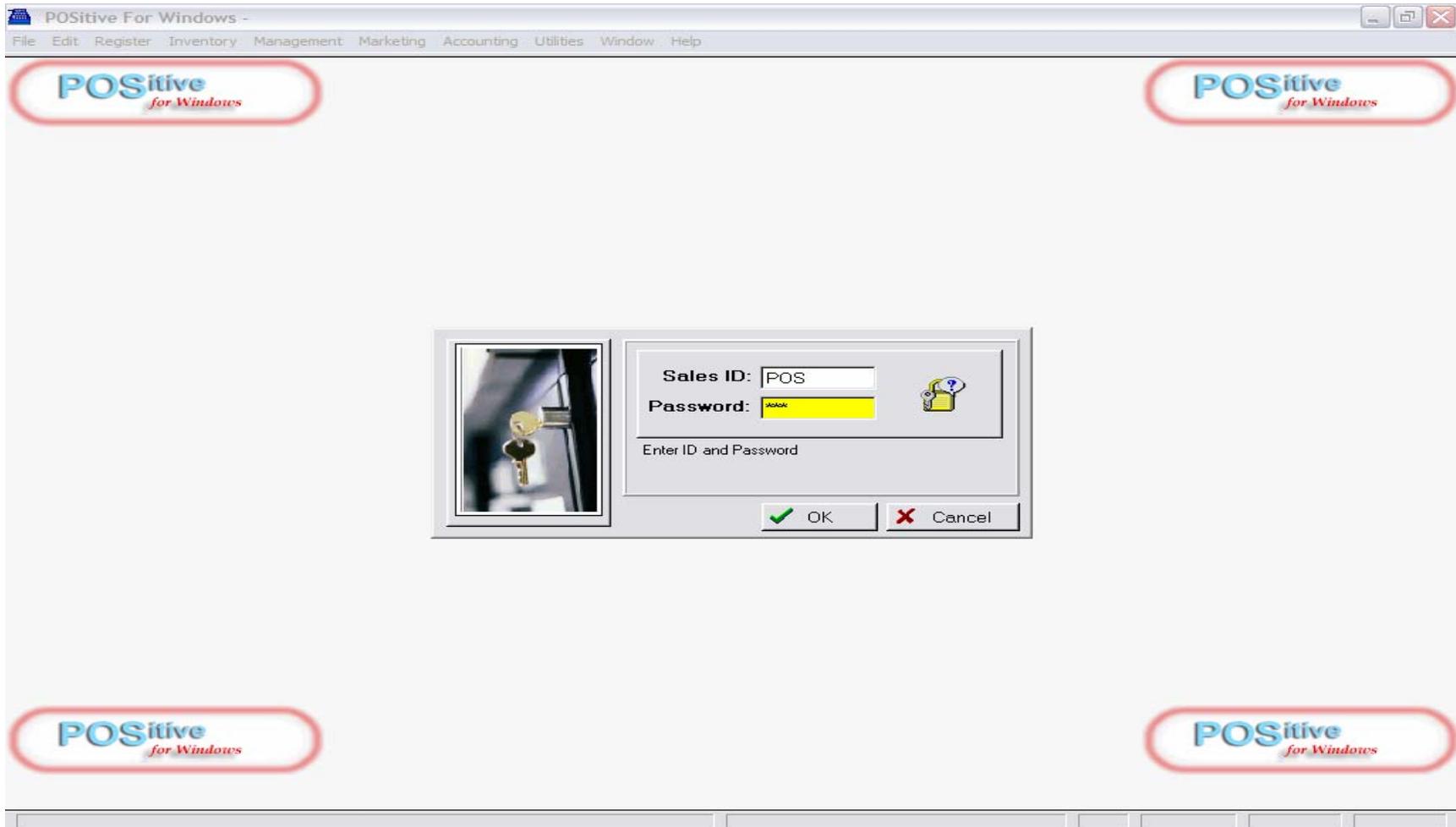
### 1. Rename the desktop shortcut to POS 1

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



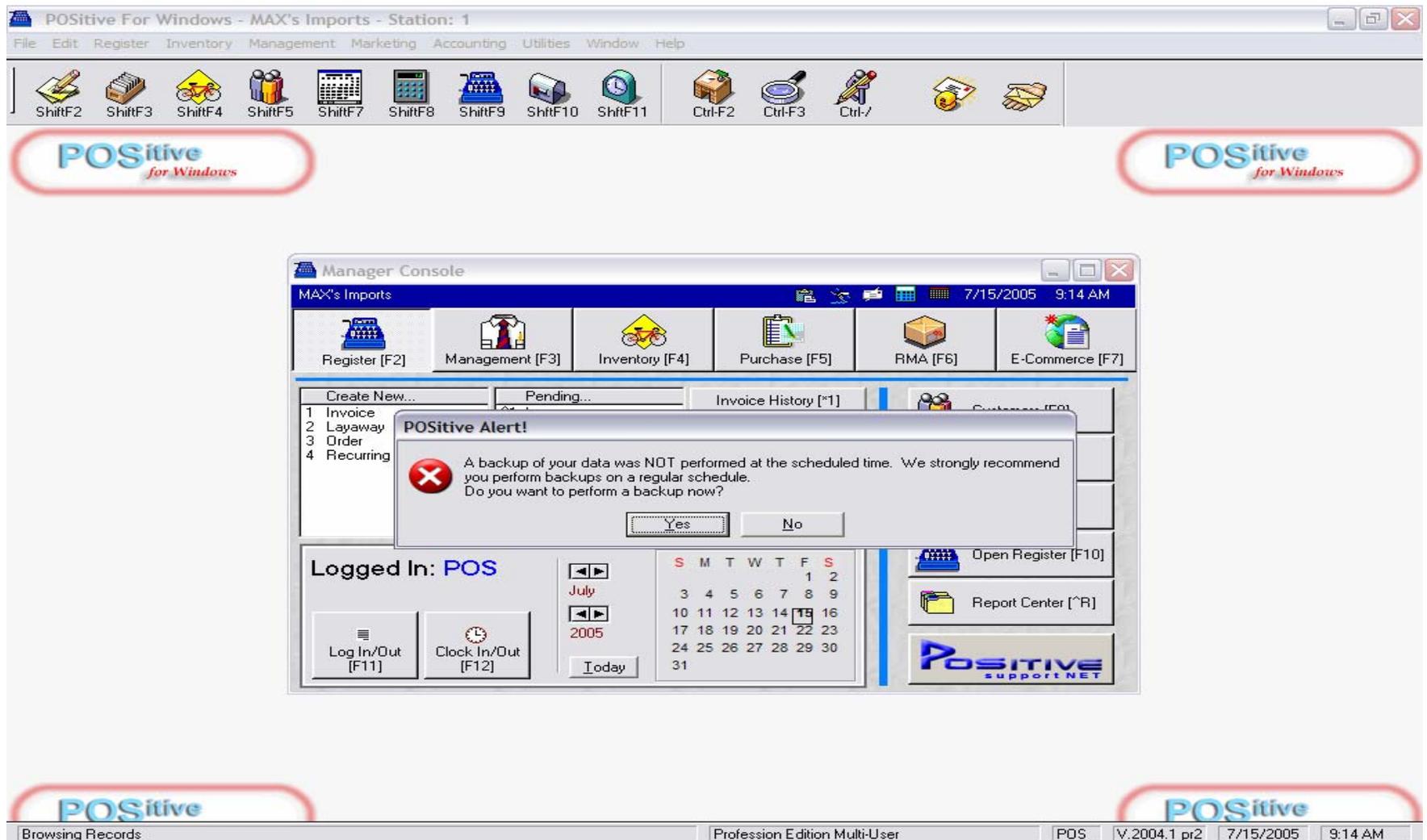
Once you have double-clicked your POS 1 shortcut, allow 30 seconds for program to load

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:

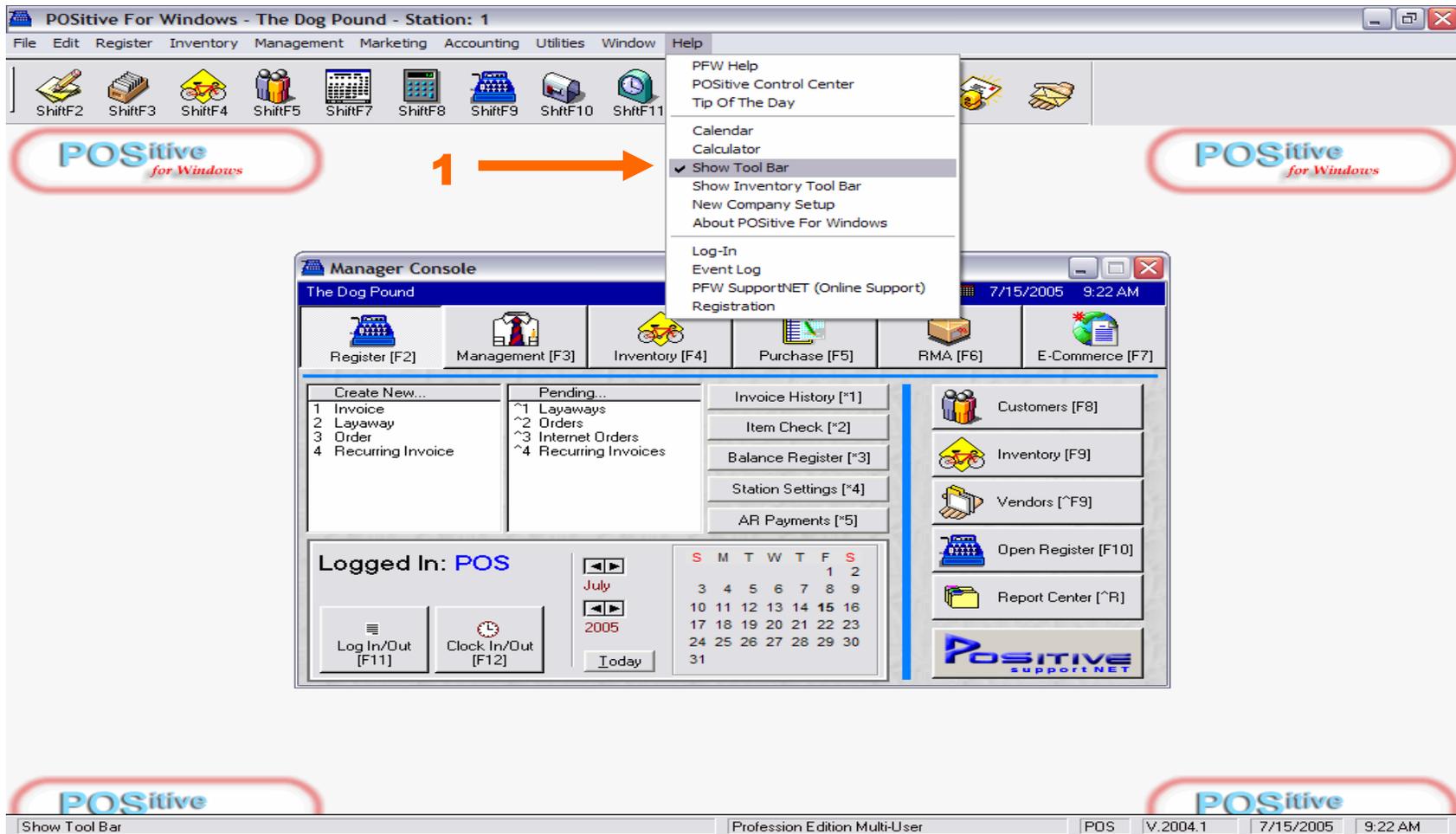
1. For Sales ID: Type in **POS**, then click OK (or choose the ENTER or TAB keyboard button)
2. For Password: Type in **POS** (or choose the ENTER or TAB keyboard button)



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.](#)