# Easy Button Management in the POS Touch Screen Invoice and Bar Tab windows

Point of sale users often need to make changes to their touch-screen interface. For example, if they need to add a new POS button during a working day, this has to be done quickly and easily. Now the process of setting up POS buttons has been made more efficient. New functionality in the POS module allows users to manage the buttons directly from the POS Touch Screen Invoice and Bar Tab windows in just one step.

# Compared to the previous version

It is no longer necessary to add or change the buttons in the POS Buttons setting or to restart the client to see the changes. Now the buttons can be managed directly in the POS Touch Screen Invoice and Bar Tab windows and the results of changes will be visible right away.

Behind the scenes, the new buttons will be added as new rows in the record in the POS Buttons setting. If there is no record in the POS Buttons setting, one will be created automatically.

# Workflow

Open a POS Touch Screen Invoice or Bar Tab.

 Press 'Edit Buttons' in the top left-hand corner. Some buttons marked 'Define Button' will be added to the window.



 To add a new button, press the button marked 'Define Button' that is in the position where you need the new button to appear. To edit an existing button, press that button.



 A small window marked 'Define Button' will open. The fields in this window are the same as those in a row in a POS Button record:



- » Type: paste special a Button Type. This determines what the button will do when it is pressed
- » Code: if needed, paste special a Code. Depending on the Button Type, you will sometimes need to specify a Code to determine more precisely what the button will do. For example, if the Button Type is "Cash", the Code field should contain a Payment Mode. If the Button Type is "Item", the Code field should contain an Item Number, etc
- » Colour: select the colour of the button
- » Key: if needed, enter a keyboard shortcut to activate the button
- » Key Modifiers: modifier for the keyboard shortcut e.g. Shift, Cmd
- » Label: add or change the name of the button, to be shown on screen
- » Printer: only used in Bar Tabs and if the Button Type is "Item" or "Display Page". Allows different Items to be printed on different printers in the kitchen
- » Picture: add a picture to appear in the button instead of a Label
- Press 'Proceed'. The new button will be added to the window or, in case of a change to an existing button, the changes will be displayed.
- Press 'Exit Edit Mode' in the top left-hand corner when you are done.

### Notes:

- Other clients in the network will need to be restarted to see the changes.
- To remove a button, set the Type to "Blank".
- It will not be possible to use this feature if:
  - you are using a live-sync client
  - access rights to the POS Buttons setting are set to None In these circumstances, the 'Edit Buttons' button won't be visible.

## Summary

The advantage of this new method is that you do not need to take additional steps to go to Settings when you need to add or change POS buttons. Also, you can see the results of your changes straight away and make additional changes if needed. The previous way of changing POS buttons is still available, but the new functionality simplifies work with the touch screen and helps to save time.

