## How do I create or edit Campus Store Hot Keys?

1. Go to Maintenance – Location Administration and choose your Location:



2. In Location Administration, go to 'Location Options':

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	E Location A	Maintenai	ice - ( Stu	ident Servie	ces Center	)			
	Location Busit	ness Office	GA. Accou	nts) POS User	a] New Stude	nts] Warks	tations Authorization	Code Location Options Profesences	]

3. Choose 'Define Hot Keys' button which is under Use POS Hot Keys:



Sampus Store Location Options	
Sales Receipt Authorizations   Sales: This location charges sales tax   Tax Flates Tax 2   Faculty charges are taxable Automatically bring up Cash screen for Cash customers   Allow Credit Card payment type to be selected during checkout   Automatically bring up Credit Card Swipe for credit transactions   Allow ''Cash Back'' on checks   Allow ''Dither'' payment types to be selected during checkout   Maximum transaction amount   Use POS Hot Keys   Define Keys	On new transaction: Automatically prompt for Customer LD. After selecting a customer: Show pictures for students Show pictures for faculty Show Debit Balance on POS Screen Automatically prompt for department with faculty Student LD. Magnetic Stripe Encoding: Format Code Character

4. This opens the POS Hot Keys Maintenance window.

a. Choose 'Show Hot Keys at Startup' if you want them available when you open POS

b. Choose the 'Number of Keys per Page' that you would like to see at POS

c. Click on 'Add' to add a new Hot Key.

d. Click on the magnifying glass that appeared in the new line for product – choose your product from the list that will show up here. Select it by either highlighting and choosing OK or double click on it.



SH	ot Keys								
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-	Page	No.	Proc	duct Code		Button Text	2		Add
+	1	1	HALLOWEE	N SCARY SPR	Halloween Sc	ary Springer P			0.1.
+	1	2		1	<u>II</u>				Delete
_					d				Move Up
_									Move Down
					-			*********	

You can then continue to add your hot keys. You can move them up and down in their order, as well. If you inadvertently create one you don't need, you can delete it. You can also change the Button Text.

Once done entering them, just click OK to get out. Changes will take effect the next time you log in.

