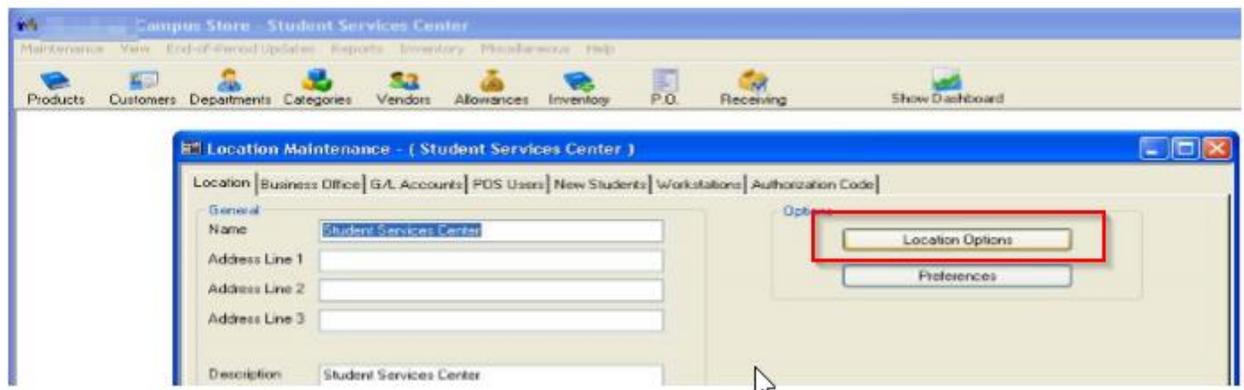


How do I create or edit Campus Store Hot Keys?

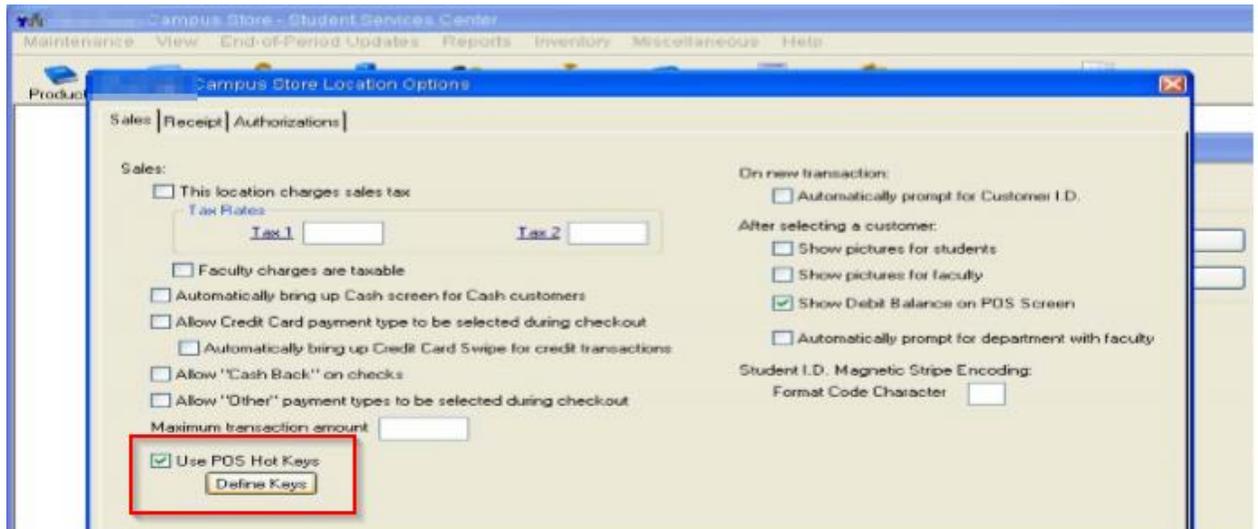
1. Go to Maintenance – Location Administration and choose your Location:



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



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



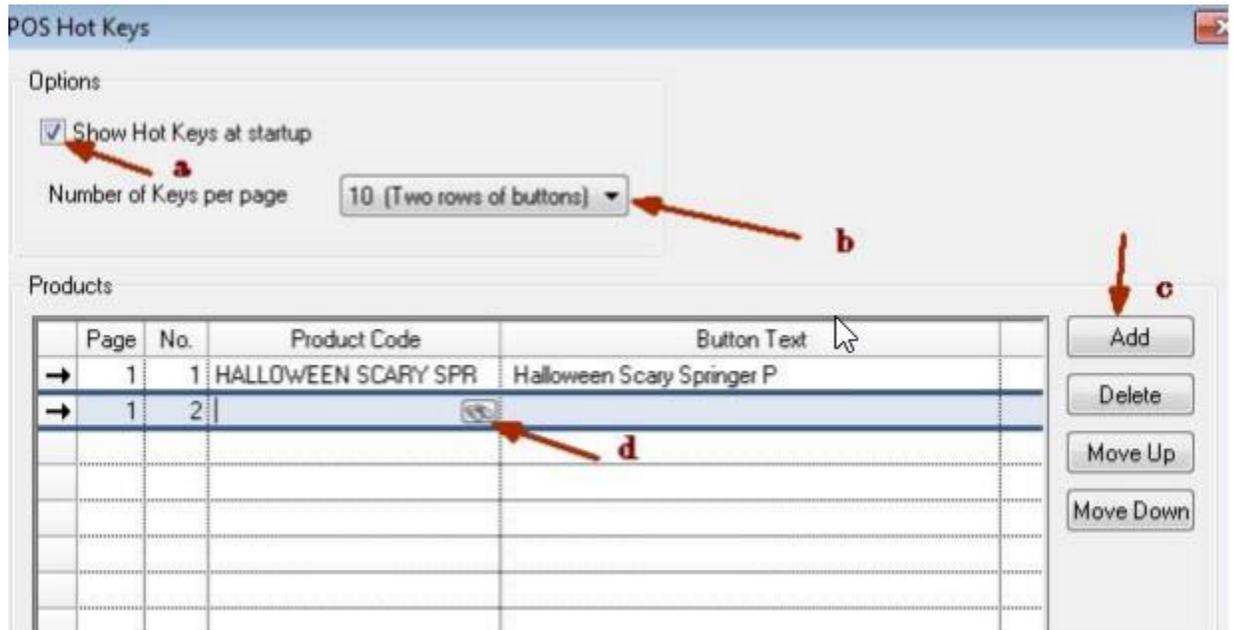
4. This opens the POS Hot Keys Maintenance window.

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.



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.