ADD/CHANGE/DELETE SPEEDKEYS

Speedkeys let cashiers sell popular items at the touch of a button – like coffee or certain food items.

HERE'S HOW TO SET THEM UP.



FROM THE MANAGER WORKSTATION:

1. Select "Set Up"



2. Then "Register"



3. Then "Speedkey Maintenance"



4. Highlight an existing Speedkey Menu and select the "Change" button. 5. Select a space on the Speedkey grid.

6. Select "Add Key" on bottom left of screen.

7. Enter the Item's PLU or UPC in the "Code" box. You can also search for items to add as a Speedkey by tapping the ellipsis (3 dots) to the right of the "Code" box. Enter the search criteria and tap the "Search" button. Find and highlight the item desired and click the "Select" key.

8. To add an icon to the Speedkey, select the ellipsis (3 dots) at the far-right side of the "Icon" box. Find and highlight the icon image file desired and click the "Select" key.

9. Select "Save"

To change a Speedkey, highlight the existing Speedkey Menu, click the "CHANGE" button, and make the changes to the Speedkey. To delete a Speedkey, highlight the Speedkey Menu, click the "Change" button, select the desired key and touch the "Delete Key" button on bottom left of screen. In all cases, select "Save" button to save your changes.

REPEAT THE PROCESS UNTIL YOU HAVE A FULL MENU OF SPEEDKEYS...

AND TAKE YOUR TRANSACTIONS SPEEDS TO A NEW LEVEL.



