

Passport® Point-of-Sale provides two sets of keys to help cashiers ring up sales faster – Speedkeys and Department Keys. **HERE'S HOW TO SET THAT UP.**



### FROM THE MANAGER WORKSTATION:

1. Before starting, be sure that the item is flagged as "May Appear as POS Department Key" in Department Maintenance.

2. Select "Setup"



3. Then "Register"



4. Then "Department Key Maintenance"



### TO PROGRAM AN "OPEN DEPARTMENT" KEY:

1. Select an empty space on the Department Key Grid.

2. Select "Add Key"



3. Give the key a caption and an icon.

4. To add an icon to the Department Key, select the ellipsis (3 dots) at the far-right side of the icon box.

5. Select an icon from the list.

6. Select "Save"



The new OPEN Department Key will be updated immediately at your POS Workstation.

THERE YOU HAVE IT – JUST ANOTHER WAY PASSPORT® KEEPS CASHIER OPERATIONS **SMOOTH AND ORGANIZED.**

