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CREATE AN ITEM HOTKEY FOR TOUCHSCREENS

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Summary

This document details how to create an item hot key at the register, for touchscreens.

This is a 2 step process;

1. Create item in Fred Office or Fred NUHQ

This document assumes the item to be set up as a Hotkey has already been created in Fred Office or Fred NUHQ. Therefore this document does not detail how to create items however some further assistance on where these details can be found has been included in the "Other Details" section of this document.

2. Create Item Hotkey in Store Operations Manager

Please note if you do not have access to Store Operations Manager you will need to contact Fred Help for assistance setting up your Touchscreen Hotkey (once your item is created).

Details

Create Item Hotkey in Store Operations Manager

1.	Double-click "Store Operations Manager" icon from your desktop.					
on yo acces Till PC Click Click Click	Se Note: If an icon doesn't appear ur desktop you should be able to ss it from the "Start" menu on your C as follows; "Start". "All Programs". "Microsoft Dynamics RMS". "Store Operations Manager".	All Programs D	Microsoft Dynamics RMS Fred Office WiniFred Fred Health WinZip Nokia ARED v2.1 Microsoft Office Word Viewer 2003 Microsoft Office Excel Viewer Camtasia Studio 7 Adobe Reader 7.0	۰ ۲ م کی نات	Documentation Client Network Utility Configure Microsoft OPOS Service Objects Store Operations Administrator Store Operations Manager Store Operations POS	
Chor	otore operations Manager .	🦺 start 🔰 🕖	😺 👩 Fred Office (virtualxp			



2.	Login to SO Manager.		Login Microsoft Dynamics: RMS UserID: Easword: Microsoft Microsoft Microsoft Version 20
Pleas	se Note: Your login details should be t	he same as that used	d to log into the POS Till.
3.	Click "Database" menu.		Store Operations Manager
	Click "Registers".		File Database Inventory Journal Wizards Reports Utilities Window Image: State Stat
	Click "Keyboards".		Task Departments & Categories
			G Item Taxes Sales Taxes Cyrrencies Cyrrencies Iender Types Cashiers Sales Regs Sales Regs Items Time Clock Items Item S Items Checks Account Types Suppliers Shipping Carriers Limit Purchases Discounts Schedules Reason Codes Registers Register List Pole Display Messages Net Display Channels Custom POS Buttons Keyboards Keyboards Receipt Formats
4.	Ensure "NU Touch Screen Keyboard" is selected. Click "Properties".	Touchscreen Keyboar Lookup Name Name NU Touch Screen Keyboard	1 entry



5.	Click "Add".	Store Operations Manager Source Operations Manager Touchscreen Keyboard Touch Screen Keyboard Touchscreen Keyboard Touch Screen Keyboard Touchscreen Keyboard Touch Screen Keyboard Touch Scre
6.	Click the "Style" drop down arrow a Click the magnifying glass next to "	
7.	Find and select the item you wish to have a hot key for (i.e. "GIFTS") Click "OK".	Find Items X Look for the phrase: Search results (2): gifts V In the field(s): All None 002 GIFTS \$000 35112 GIFLEN TEA SOML GIFTSET Stoppier Stoppier Department Name Department Code Department Code Category Category Code V Bin Location V Extended Description V End Now New Search
8.	Update the "Caption" field (if required). Update the color (if required). Click "OK".	Store Operations Manager Pie Database Inventory Journal Witards Reports Libities Window Help Taskpad Touchscreen Keyboards Keyboard Key Properties Keyboard Style: Item GIFTS:002 List of ke Capion: GIFTS:002 Keyboard Keyboard Keyboard Cancel Help Properties Eurocion Concel Help Cancel He



will b hotke or do	se Note: By default the new hotkey e added at the end of the existing eys. You can move the hotkey up wn on the keyboard by using the e Up" or "Move Down" buttons.	TouchScreen Keyboard Keyboard pame: NU Touch Screen Keyboard List of keys to display Style Caption Function Work Order Function Printer Function Printer Function Time Clock Function Reason Code Item GIFTS	X Move Up Move Dgwm Add Delete Properties Cancel Help
9.	Click "OK" to save the changes.	TouchScreen Keyboard Keyboard game: NU Touch Screen Keyboard List of keys to display Style Caption Function Work Order Function Printer Function About Function Reason Code Item CBFTS Item GIFTS	Move Up Move Down Add Delete Properties Cancel Help
10.	Exit the POS till on each computer	and restart for your changes to be applied.	
resta	se Note: Once the POS till is rted your new hotkey should ay similar to that shown to the right.	Alpha Work Order Macro Printer Esc * 7 Menu About Time Clock Reason Code BkSp Tab PgUp 4 Prev PRESCRIPTION GIFTS Oel 1 PgDn 1 Next I I I I I I	



Other Details

Further Assistance to Create Items in Fred Office

1.	Click "Inventory".		Contacts Inventory Reporting
2.	Click "Items".		Fred Office Eile Edit View Applicatio a Inventory Son Find Image: Son Find Inventory Folder Inventory Folder Inventory Dashboard Image: Son Find Image: Son Find Image: Son Find Inventory Folder Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find Image: Son Find </td
3.	Push <f1> on the keyboard This will open the Fred Offi FredOfficeStandalone FredOfficeStandalone Fred OfficeStandalone Fred Print Options Contents Index Search FRED HELP CENTRE FAQ FRED OFFICE FRED HELP CENTRE FAQ FRED OFFICE FRED HELP CENTRE FAQ FRED FILL FRED FILL FRED HELP CENTRE FAQ FRED FILL FRED FILL FRED</f1>	ce F1 Integrated Help including FRED OFFICE > INVENTORY ITEMS Previous Next This section allows you to view, update, add and items to AppCAT and drugs from this section. What task did you wish to perf	links to Inventory How To procedures;



Further Assistance to Create Items in Fred NUHQ

1.	Refer to the Item Management Manual.					
Fred	Please Note: This manual is available via the Fred Help Centre as follows; Click "Media".					
Click	"Manuals and Documents".	Home	Blogs	Media	Forums	Knowledgebase
Click	"Fred NUHQ Manuals and Documents".	Media » Manu	als and Docur	ments » Fred N	UHQ Manuals an	d Documents
		Browse Tutorials Manuals Fred Of Fred N Docum	e Media and Docum fice Manual UHQ Manu ents spense Man ents	ents is and Docur als and nuals and	nents	And Documen Sort by: Name Most Rece Show as: Thumbnails List Name Fred NUHQ Batch by Bronwen Dunn This document ou Batch* stocktake
	t the "Item Management Manual Fred NUH the list.	IQ"	POF	tem Manag Nicolo Sc This manua	rbollo	ual Fred NUHQ tail important information

Keywords

Touch screen, Hotkey, Fred POS, Fred Office; Fred NUHQ; POS; Till; Item; Inventory

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