

# 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

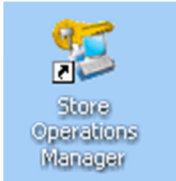
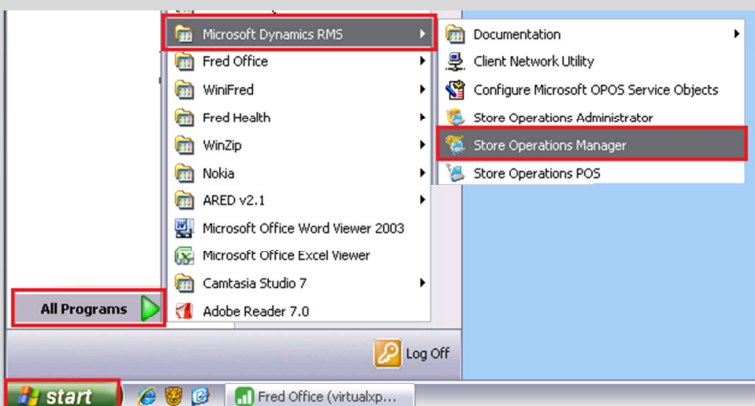
This document assumes the item to be set up as a Hotkey has already been created in Fred Office or Fred NUHQ. Therefore this document does not detail how to create items however some further assistance on where these details can be found has been included in the “Other Details” section of this document.

### 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).

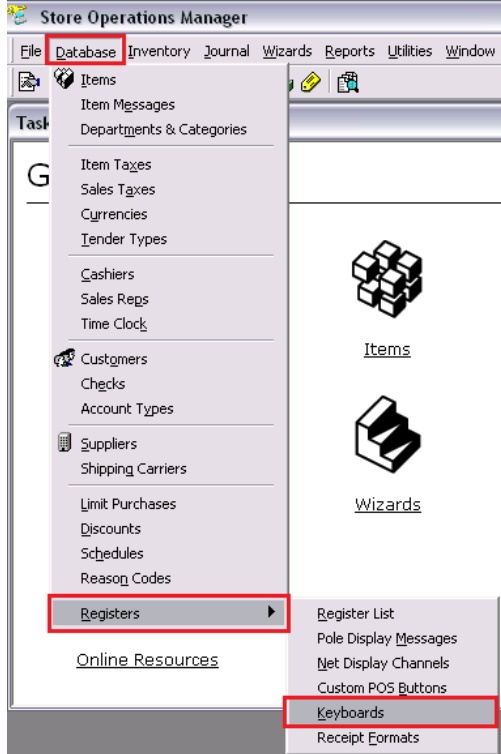
## Details

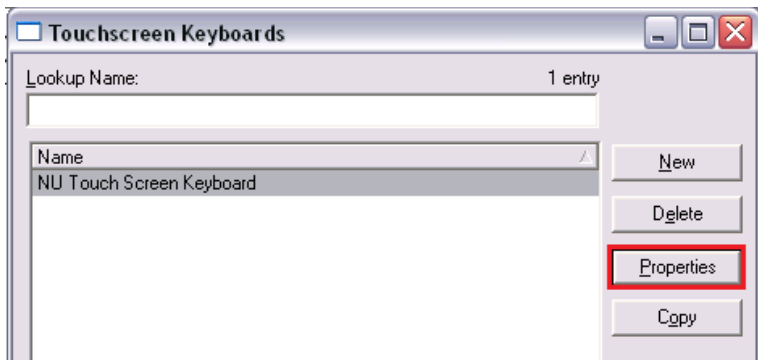
### Create Item Hotkey in Store Operations Manager

1.	Double-click “Store Operations Manager” icon from your desktop.	
<p><b>Please Note:</b> If an icon doesn't appear on your desktop you should be able to access it from the “Start” menu on your Till PC as follows;</p> <p>Click “Start”.</p> <p>Click “All Programs”.</p> <p>Click “Microsoft Dynamics RMS”.</p> <p>Click “Store Operations Manager”.</p>		

2.	Login to SO Manager.	
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**Please Note:** Your login details should be the same as that used to log into the POS Till.

3.	<p>Click "Database" menu.</p> <p>Click "Registers".</p> <p>Click "Keyboards".</p>	
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4.	<p>Ensure "NU Touch Screen Keyboard" is selected.</p> <p>Click "Properties".</p>	
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5. Click "Add".

The screenshot shows the 'Store Operations Manager' application with the 'TouchScreen Keyboard Properties: NU Touch Screen Keyboard' dialog box open. The 'List of keys to display' table is visible, and the 'Add' button is highlighted with a red box.

Style	Caption
Function	Secure
Function	Lookup Item
Function	\$5.00
Function	Clear Customer
Function	Account Payment
Function	\$10.00
Item	Misc Ex Gat
Item	MISC GST
Function	\$20.00

6. Click the "Style" drop down arrow and select "Item".  
Click the magnifying glass next to "Item".

The screenshot shows the 'Keyboard Key Properties' dialog box. The 'Style' dropdown menu is set to 'Item', and the magnifying glass icon next to the 'Item' field is highlighted with a red box.

7. Find and select the item you wish to have a hot key for (i.e. "GIFTS")  
Click "OK".

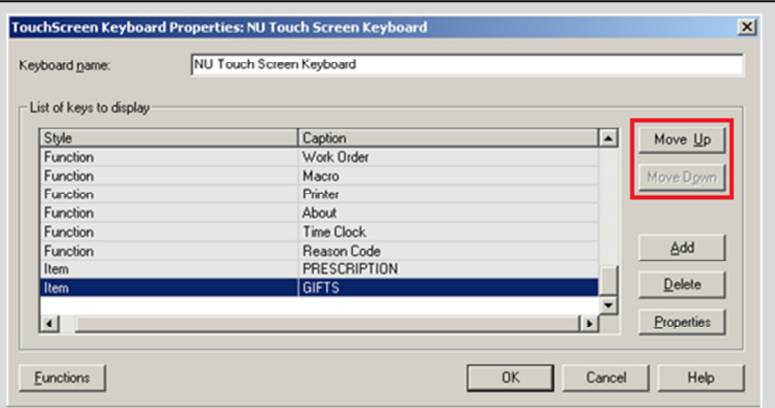
The screenshot shows the 'Find Items' dialog box. The search results table is displayed with 'GIFTS' selected. The 'OK' button is highlighted with a red box.

Item Lookup Code	Description	Price	Quantity	Department
002	GIFTS	\$0.00	63	Gifts
35112	GREEN TEA SUMMER GIFT SET	\$95.00	3	Perfumery

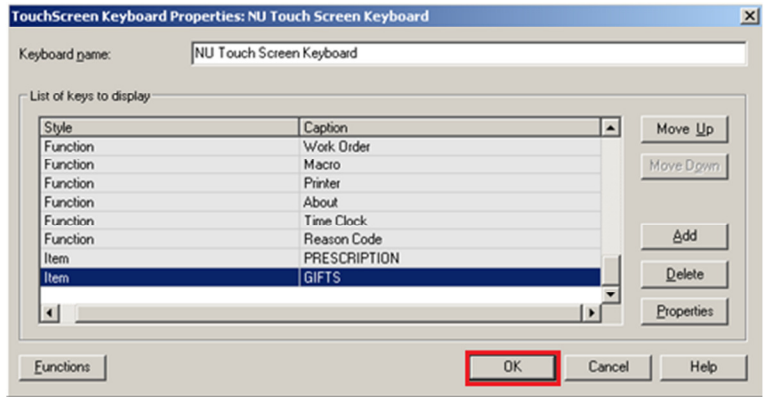
8. Update the "Caption" field (if required).  
Update the color (if required).  
Click "OK".

The screenshot shows the 'Store Operations Manager' application with the 'TouchScreen Keyboard Properties' dialog box open. The 'Keyboard Key Properties' sub-dialog is also open, showing the 'Caption' field set to 'GIFTS' and the 'Color' and 'Down color' fields highlighted with red boxes.

**Please Note:** By default the new hotkey will be added at the end of the existing hotkeys. You can move the hotkey up or down on the keyboard by using the “Move Up” or “Move Down” buttons.



9. Click “OK” to save the changes.



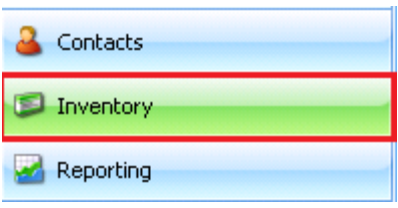
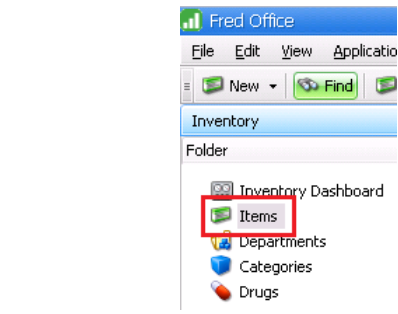
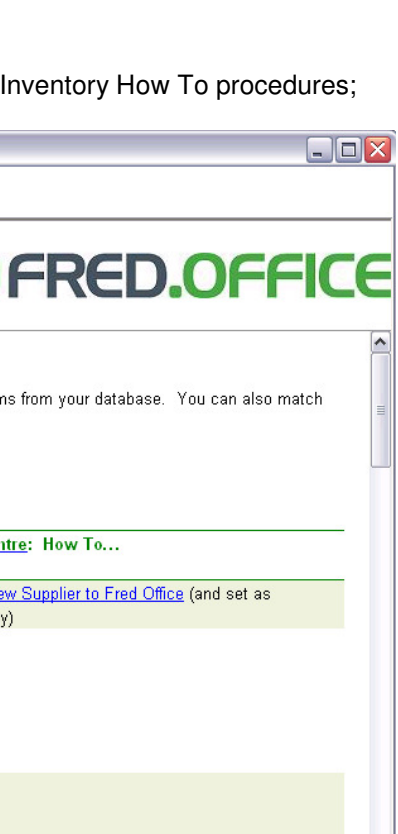
10. Exit the POS till on each computer and restart for your changes to be applied.

**Please Note:** Once the POS till is restarted your new hotkey should display similar to that shown to the right.

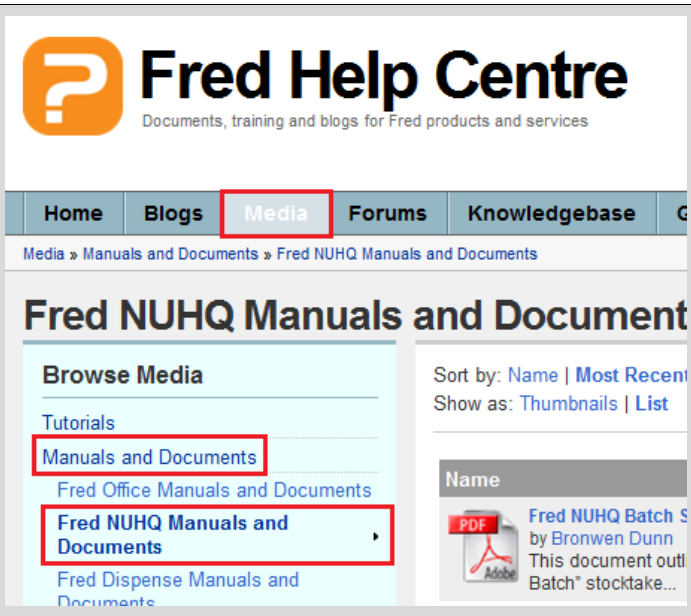


## Other Details

### Further Assistance to Create Items in Fred Office

1.	Click "Inventory".	
2.	Click "Items".	
3.	Push <F1> on the keyboard.  This will open the Fred Office F1 Integrated Help including links to Inventory How To procedures;	

## Further Assistance to Create Items in Fred NUHQ

1.	Refer to the Item Management Manual.
<p><b>Please Note:</b> This manual is available via the Fred Help Centre as follows;</p> <p>Click “Media”.</p> <p>Click “Manuals and Documents”.</p> <p>Click “Fred NUHQ Manuals and Documents”.</p>	
Select the “Item Management Manual Fred NUHQ” from the list.	

### Keywords

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

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