

Point of Sale Options Menu

Andrew:

463... wait... 463... Hmm why isn't the key pad working?

Robert:

Let me see....

Looks like Num Lock was disabled. That should be set on permanently. Go into options and change it.

Andrew:

That's in the Tools menu of Point of sale, right? Oh... which tab?

Robert:

It's the Keyboard tab. Why don't I show you all of them?

Select a topic to dive in.

Topics

- General Tab
- Station Tab
- Viewers and Keyboard Tabs

General Tab

Point of Sale has a variety of customization settings to optimize its use for your business.

Start by opening the Tools menu and select Options.

The changes you make in this window are specific to the terminal you are using, so remember to configure each one individually.

The general tab controls overall behavior and appearance of a Point of Sale station.

You can enter custom messages to display for each transaction using the Clerk Sign in Title and Checkout Message fields.

Use the options to control your display preferences like showing Customer Details, hiding the EA unit of measure, or Transfer Options on Transfer Orders.

Use the bottom portion to customize the layout of your Point of Sale Screen.

Remember to consider the needs of your business as you adjust these options to optimize your Point of Sale function.

Station, Viewers, and Keyboard Tabs

Now let's look at some specific preferences that you can set on the Station, Viewers, and Keyboard tabs.

The Station tab controls additional layout options of this Point of Sale Station.

When you enable Use Full Customer Header as preferred header? the Point of Sale Header screen automatically displays while working in the Customer area.

Most commercial environments find this useful.

You can exclude customers from appearing on Point of Sale lists with these boxes.

Select a box and any customer with a matching account code in Inventory Maintenance will not appear in the Point of Sale customer lists.

You can use this to hide non-active or write-off accounts.

Enable the Force POS always Maximized checkbox to prevent users from minimizing Point of Sale.

This is typically used in retail environments since a dedicated Point of Sale terminal should always display the posting screen.

The bottom section controls which Point of Sale Posting Grid Eagle displays for different transaction types.

To change one, select the ellipsis icon and choose an available option.

Remember, changes only apply to the station you're working on.

Viewers and Keyboard Tabs

The Viewers tab lets you choose default Grid Views for each of the listed viewers.

When you assign a grid here, it loads when you open the Inventory Viewer.

On the Keyboard tab, you can find preferences that control general keyboard functionality for the current station.

Review each option for details.

One way you could use these is to force names and passwords to uppercase.

This can help minimize login errors.

We recommend that you enable Force Num Lock always on? to ensure your clerks can always use the number pad in Point of Sale.

These tabs allow you to customize point of sale to your business's needs and maximize your team's efficiency during transactions.

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