Instructions to Map Function Keys in TinyTerm
to Load Info/Sales Note or Item Description

Tiny Term can be used to "map" function keys when used with **SHIFT** key to load a message in the Info or Sales Note for a Point of Sale Line item. This technique also can be used to load a standard description for items when loading new items in the item master screen or when using "Inventory Item Quick-Load."

1. When using TinyTerm, click on Edit in the top status line.

2. Click on Session Properties.

3. Click on Keyboard.

4. Click on Edit (to the right of the Keyboard Schemes box).

5. An Edit Keyboard Map displays a picture of the keyboard.

6. Using your mouse, click the Shift key and then click the F1 key. You'll notice SF1 will appear on the left side of the Keyname box.

7. In the Action box, click the drop down arrow and select Macro.

8. In the Value box, type in the message you want to appear. Here are two examples:

    SPECIAL ORDER ITEM/NO REFUND
    SPECIAL ORDER – NO RETURN

9. Click on **Set** to save this macro. You'll notice MC appears where F1 previously displayed.

10. Click OK (top part of the Keyboard Map box).

11. Click Apply when your Session Properties box displays. Then click OK.

To test this out, open up a ticket in point of sale and enter in a special order item. With the cursor resting in the Info field (or the description field if it is a Not-on-File item), press **Shift F1**. The designated message (e.g. SPECIAL ORDER ITEM/NO REFUND) should load.

When adding new items to the inventory file, **Shift F1** can be used to load the designated message (e.g. SPECIAL ORDER – NO RETURN) in the item description field or in the "Information" field for an Inventory Item Note.