Point of Sale Tips & Shortcuts

1. [F12] & B to Check Backorder Status for Order (POS Header Screen)

Salespeople may check to see if the items they have backordered or special ordered have been placed on a purchase order. On the POS Order Header screen, enter the order# you wish to check. Press **[F12] & B (Bko status)**. The "Backorder Status for Order" box will display listing only those items on the customer's order that are currently backordered or special ordered. If the item has been placed on a PO, the PO# will appear in the PO# column (along with the PO status and date).

2. [F2] Twice to Clear the Line Item (POS Line Items Screen)

During the initial entry of an item or when changing a line item, pressing the **[F2]** function key TWICE will clear the information at the bottom of the screen. Pressing **[F2]** the first time moves the cursor to the Qty field ([F2]=To Qty) allowing a change to the order qty. Pressing **[F2]** a second time clears the line item information at the bottom of the screen, allowing you to re-enter the item or a different item.

3. [F3] Twice in Room Location for Item Master Lookup (POS Line Items Screen)

During the initial entry of an item, when the cursor is positioned in the **Room** field, pressing [F3] the first time performs a Room Location Lookup. Pressing [F3] a second time does an Item Master Lookup. Highlight the desired item and press [Enter].

This is helpful if you have entered a partial or incorrect item number, have entered a valid vendor code and your cursor is positioned in the Room field. It is faster to quickly press [F3] twice *instead of* pressing "up arrow" to move back to the vendor code (VC) field and then pressing [F3] for the item master lookup.

4. Typing a Period in Room Repeats Previous Room (POS Line Items Screen)

As you type in line items by room location, save time by entering a **period** in the Room location field to REPEAT the previous room location.

5. Press TAB to Default the Current Payment to Balance Due (POS Totals Screen)

After pressing TAB to go from the Line Items screen to the Totals screen, your cursor is positioned in the "Current Payment" field. If you are collecting full payment, simply press the **TAB key** to bring down the Balance Due amount into the Current Payment field.