

Configuring Tilling Menus

Customer Services

Sparkstone Technology Ltd



Introduction

This document outlines the workflow for configuring the tilling menu for users within the Sparkstone Retail EPOS System. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the involved in configuring the tilling menu for users.

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

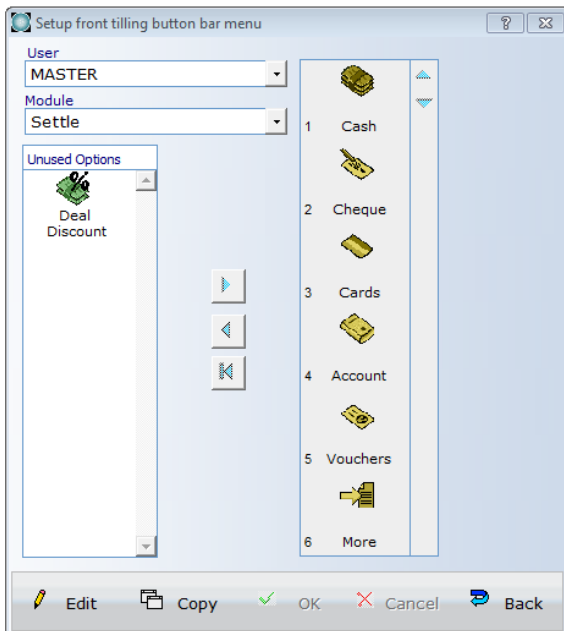
Back Office | Product file | Stock Records

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

Configuring the tilling menu

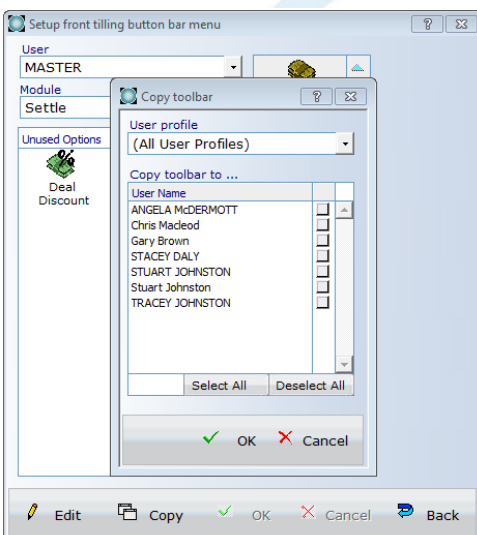
The tilling menus can be configured differently per individual, or they can be setup to be exactly the same for all users.

To go to the configuration page, go to **Back Office | System Control | User Defined Fields | Configuring Tilling Menu:**



The buttons on each module can be selected and altered by clicking 'Edit' and going through the list on the right hand side. To move the buttons up or down, the arrows at the top on the right can be used. To take buttons out of the list that are not required, the '<' arrow can be used and equally to add buttons in from the unused options, the '>' arrow can be used. Press 'OK' when you are happy with the selection.

The menus can be configured for each user in turn, or to copy the menus to every user by clicking 'Copy' and the following window will be displayed:



Select All and click 'OK' and the menus will be the same for each user.