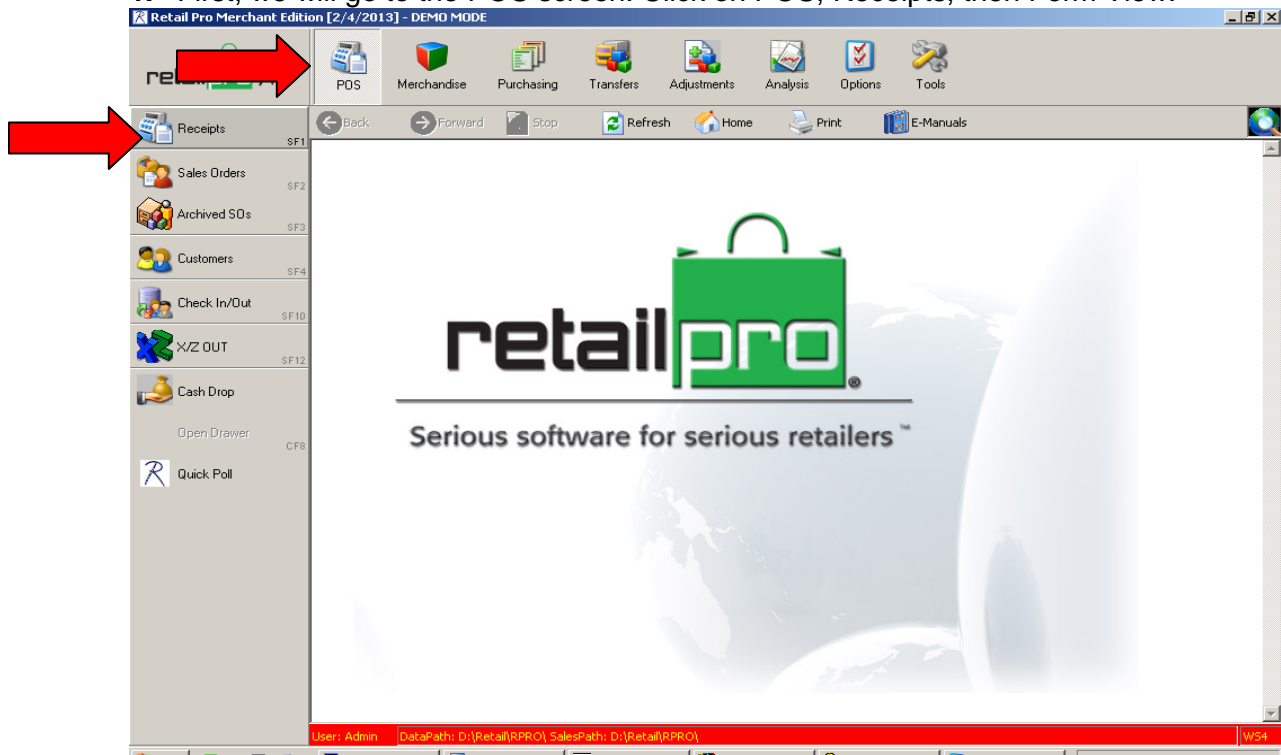


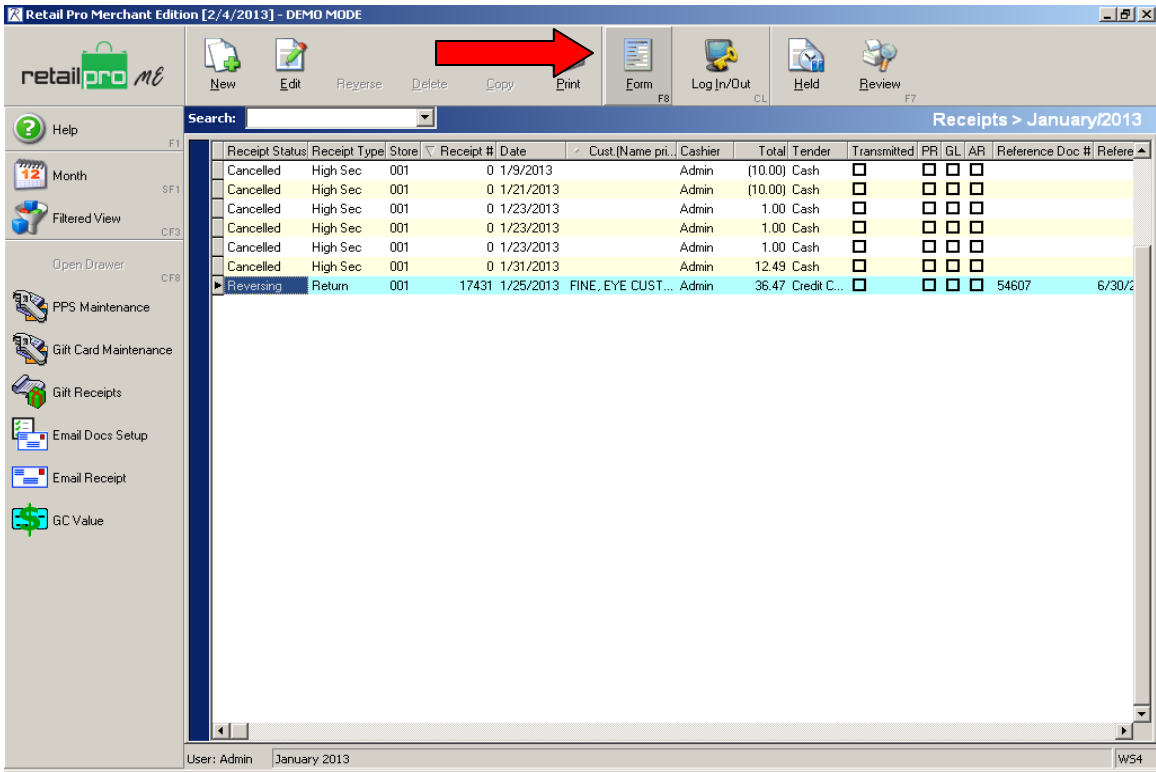


Adding fields to POS screen Retail Pro v8

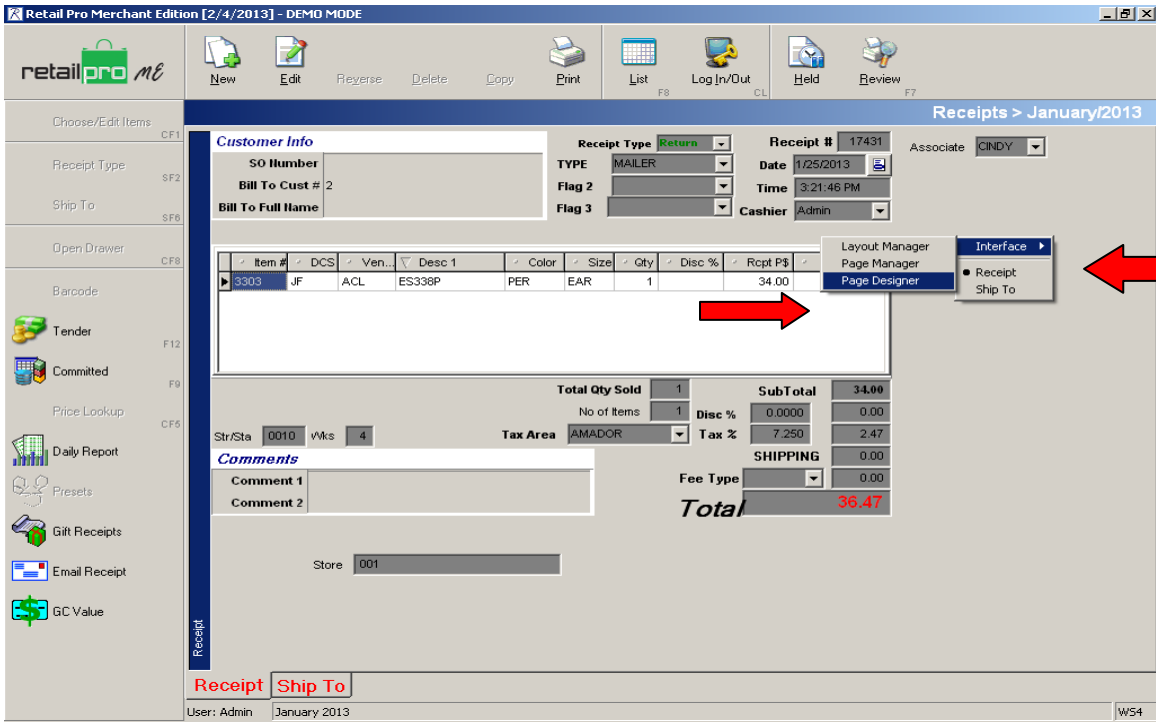
The point of sale screen in version 8 of retail pro has many fields that can be added to it. The following steps will walk through how to add fields to the main POS screen. That will allow for more detail to be added on a receipt without changing screens.

1. First, we will go to the POS screen. Click on POS, Receipts, then Form View.

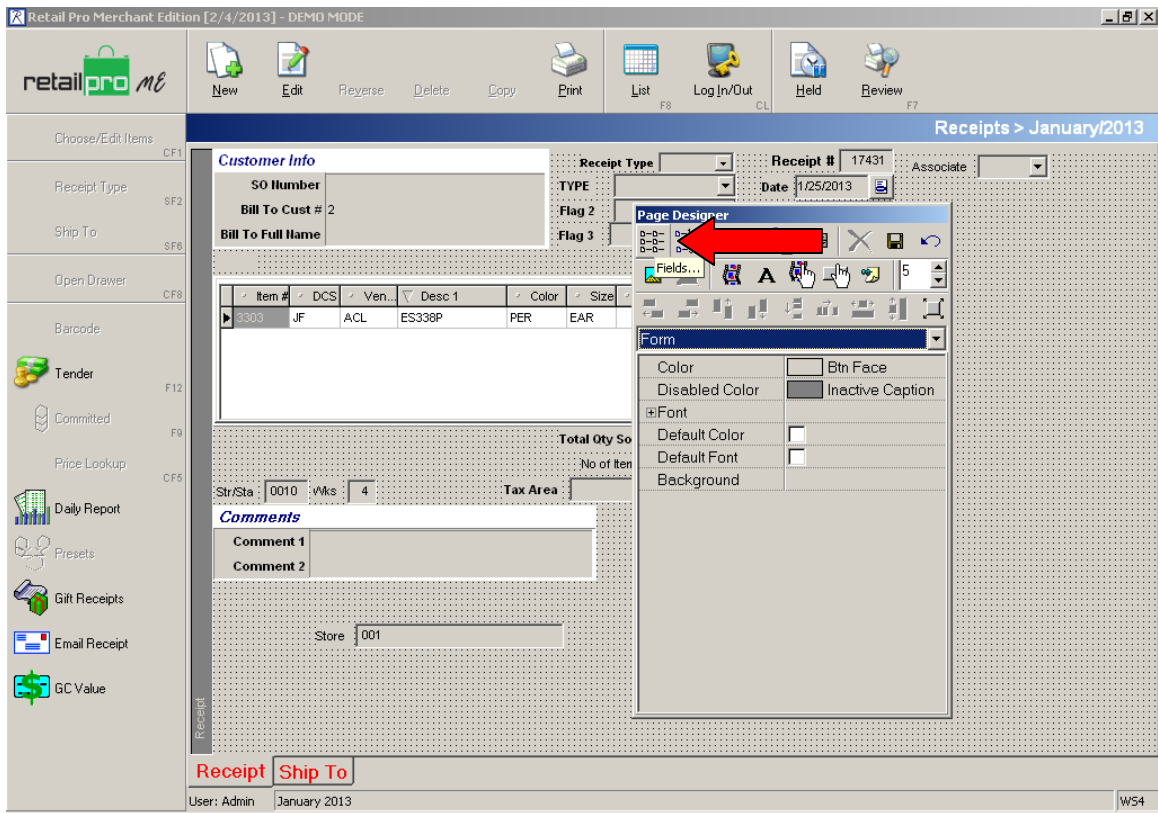




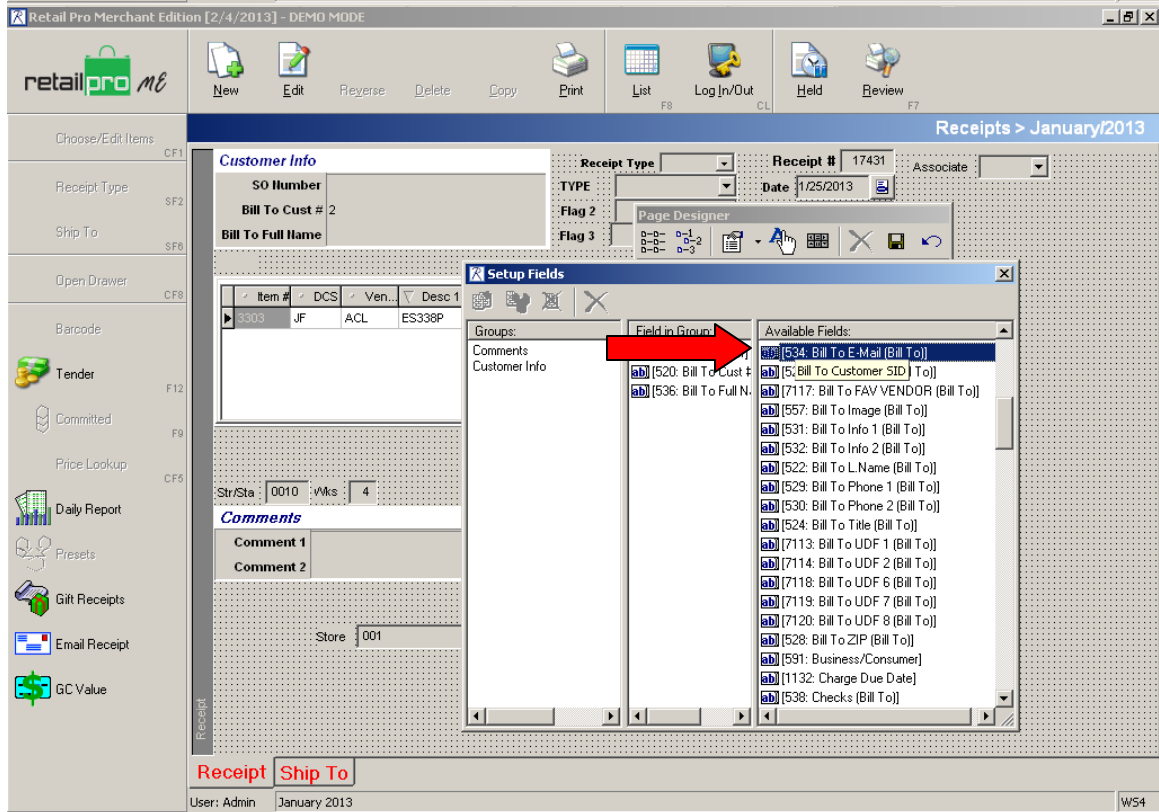
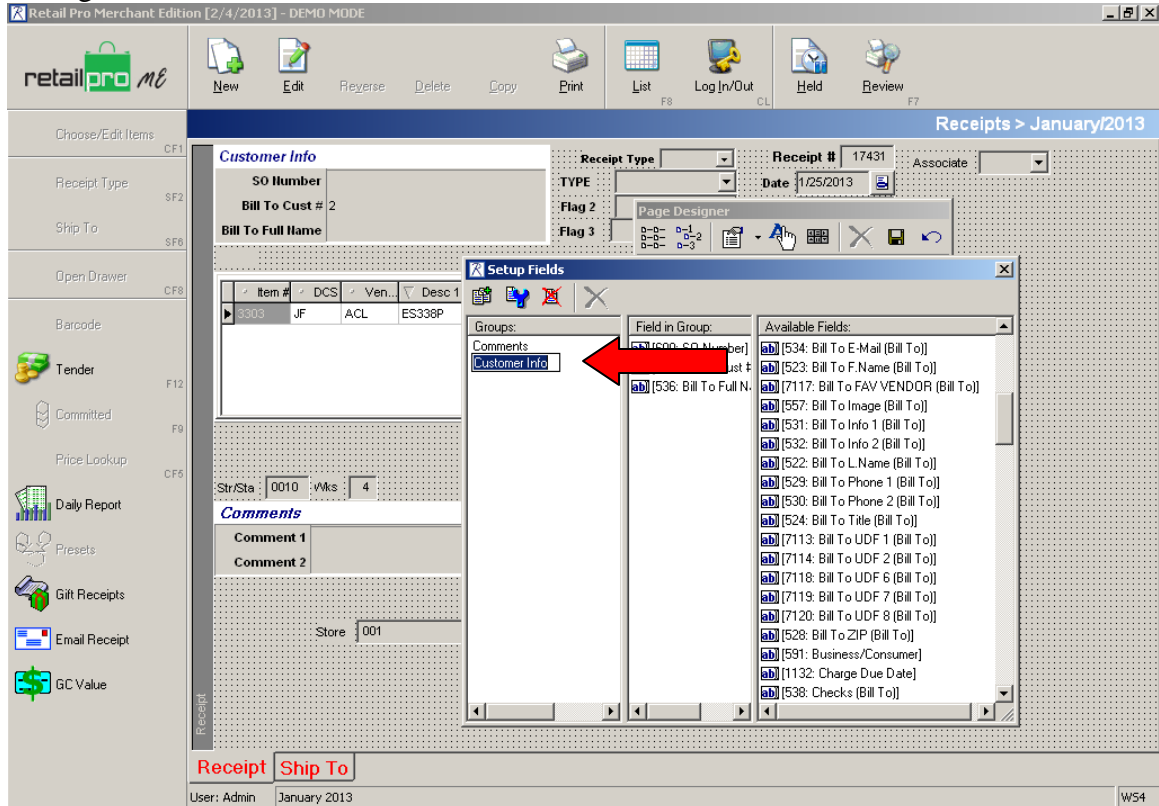
2. Once inside form view, right click on the open space of the screen. Go into Interface, then Page Designer.



3. The Page Designer offers the ability to add images, text boxes and other fields. In this example we will be adding the Bill To Email field to the Customer Info box. To accomplish this, click on Layouts in the top left of the page designer menu.



4. Next, click on the Customer Info group and find the Bill to Email field that we will be adding.



5. Double click on the field you would like to add to the Customer Info group. Then Close the setup fields and Save your changes.

The screenshot shows the 'Receipts > January/2013' window in Retail Pro Merchant Edition. The interface includes a top toolbar with icons for New, Edit, Reverse, Delete, Copy, Print, List, Log In/Out, Held, and Review. A left sidebar contains various icons for functions like Tender, Committed, Price Lookup, Daily Report, Presets, Gift Receipts, Email Receipt, and GC Value. The main area is divided into several sections:

- Customer Info:** Contains fields for SO Number, Bill To Cust # (2), Bill To Full Name, and Bill To E-Mail. A red arrow points to the 'Bill To E-Mail' field.
- Receipt Details:** Includes Receipt Type (Return), Receipt # (17431), Date (1/25/2013), Time (3:21:46 PM), and Cashier (Admin).
- Item List:** A table with columns for Item #, DCS, Ven., Desc 1, Color, Size, Qty, Disc %, Rcpt P\$, and Ext P\$. One item is listed: 3303, JF, ACL, ES338P, PER, EAR, 1, 34.00, 34.00.
- Summary:** Shows Total Qty Sold (1), SubTotal (34.00), No of Items (1), Disc % (0.0000), Tax Area (AMADOR), Tax % (7.250), and a Total of 36.47.
- Comments:** Fields for Comment 1 and Comment 2.
- Other Fields:** Str/Sta (0010), Wks (4), Store (001), and Fee Type (SHIPPING).

At the bottom, there are buttons for 'Receipt' and 'Ship To', and a status bar showing 'User: Admin January 2013' and 'WS4'.

6. Bill to Email has been successfully added to the Customer Info group. If you want the field elsewhere on the screen you can simply drag and drop it from the fields list.