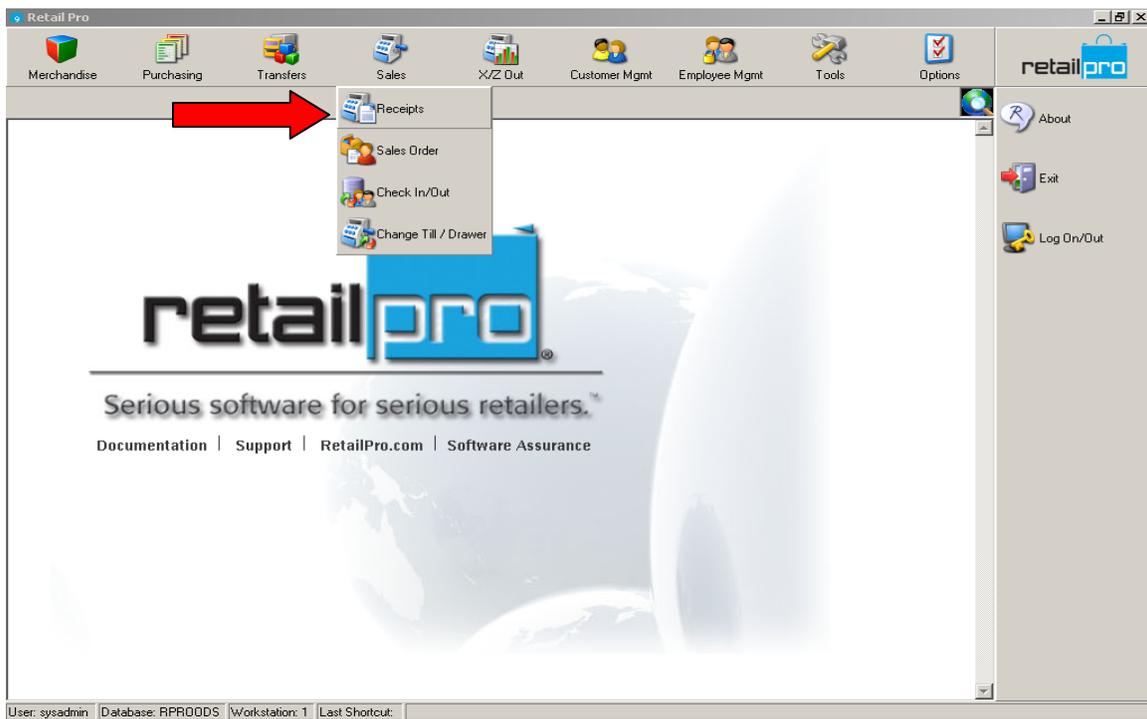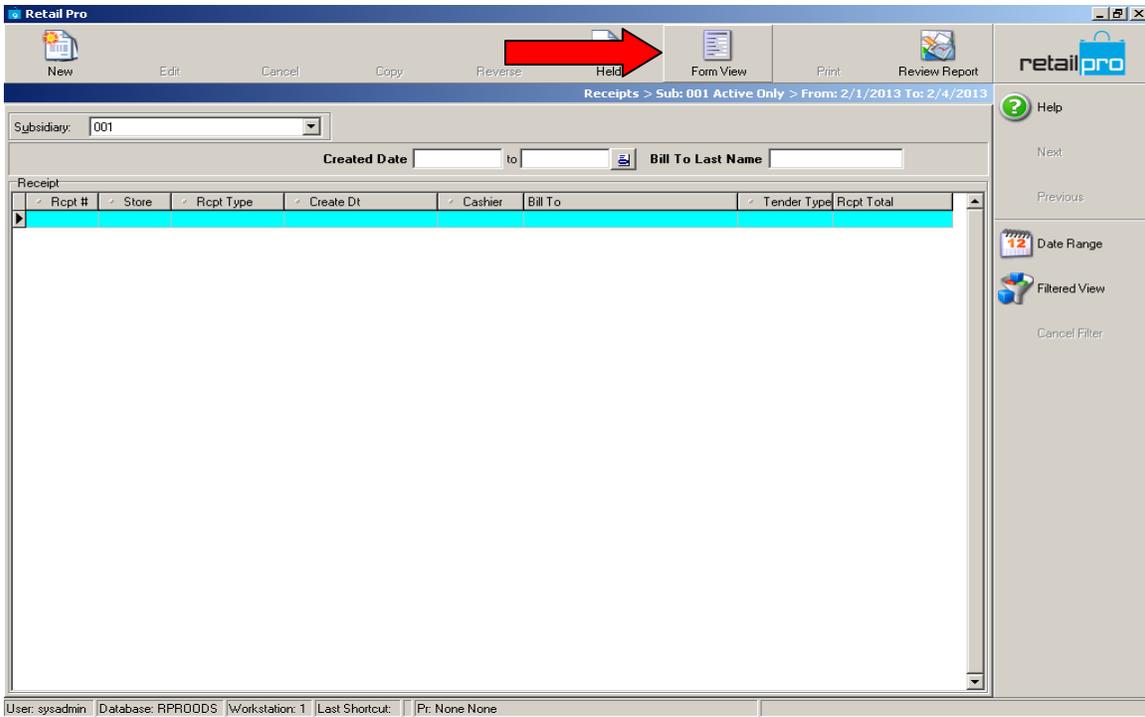# All-in-one POS screen
# Retail Pro v 9

Retail Pro 9 allows the user to have the tender options on the POS screen. The following paragraphs will walk through how to make a one stop screen to look up items, enter customers and complete the sale.

**1.** First, let's go to the default POS screen. Start by going to Sale, then Receipts, then into Form View of an old receipt.
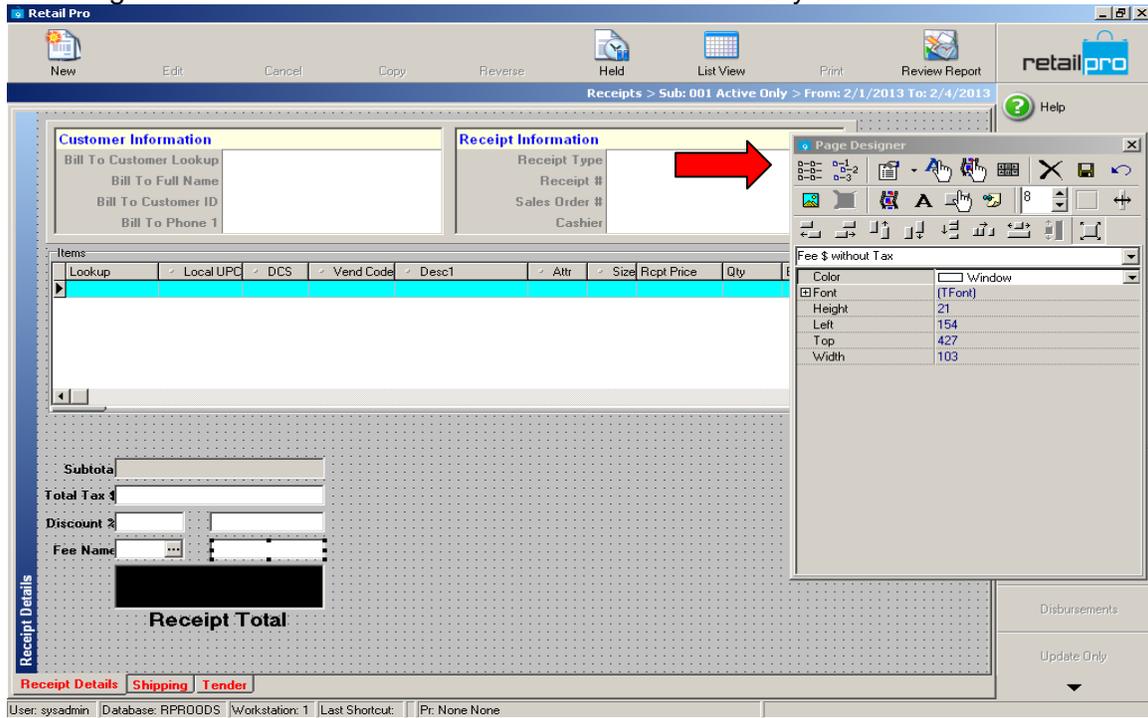
**2**. Once in the Receipt Details screen, right click on any open space to bring up the page designer.
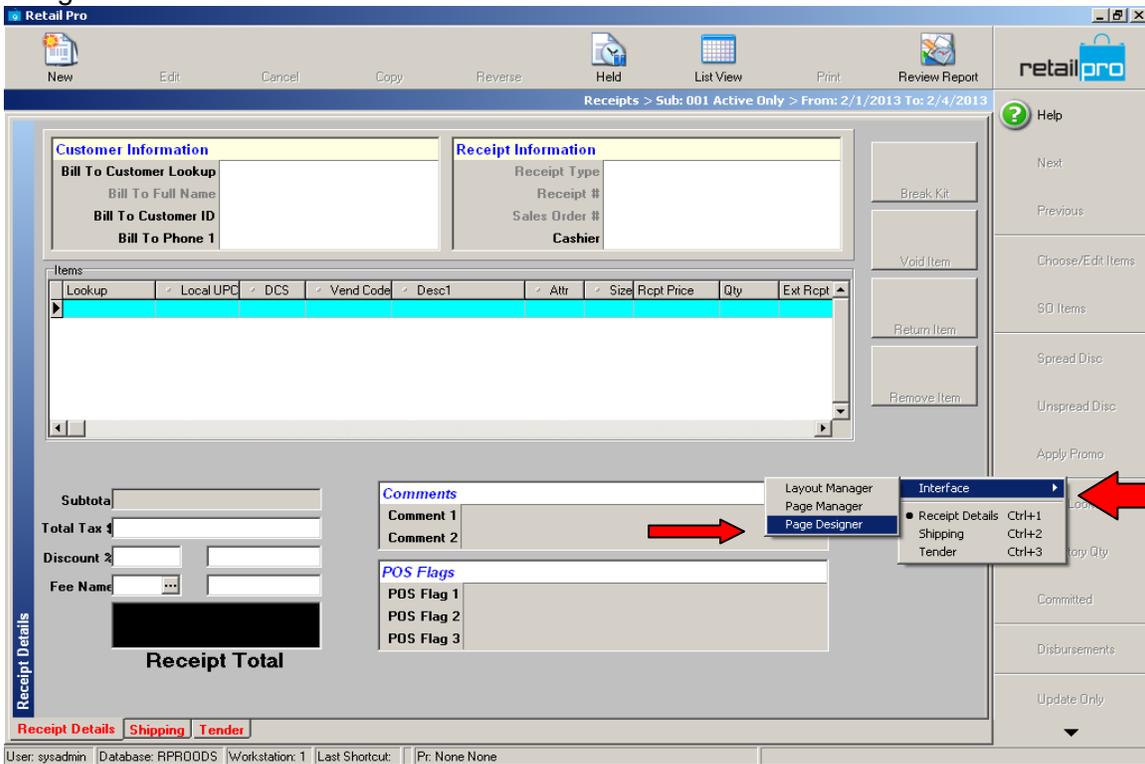
**3**. We need to make some room on the screen before adding the fields we want. In this example, we will delete the Comments and Notes fields. Just highlight the items you want to get rid of and use the "delete" button. Next hit the Layouts button.



**4**. Next, we will add the Amount Due, Over Tendered and Tenders fields to the screen. You can drag and drop the fields from the Available Fields box on the right side to the desired place on your POS screen.
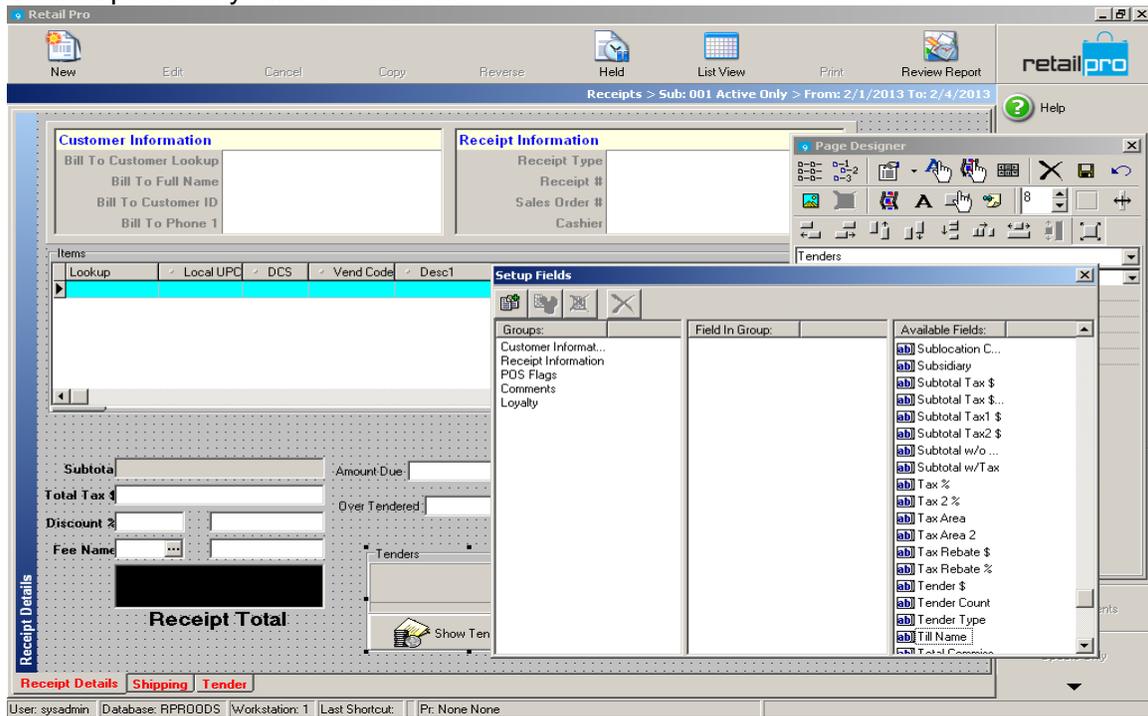
**5**. Then, we can resize and move the fields on the screen to make things more fluid. Click on the fields you want to resize and use the black boxes that show up around the perimeter to adjust them.
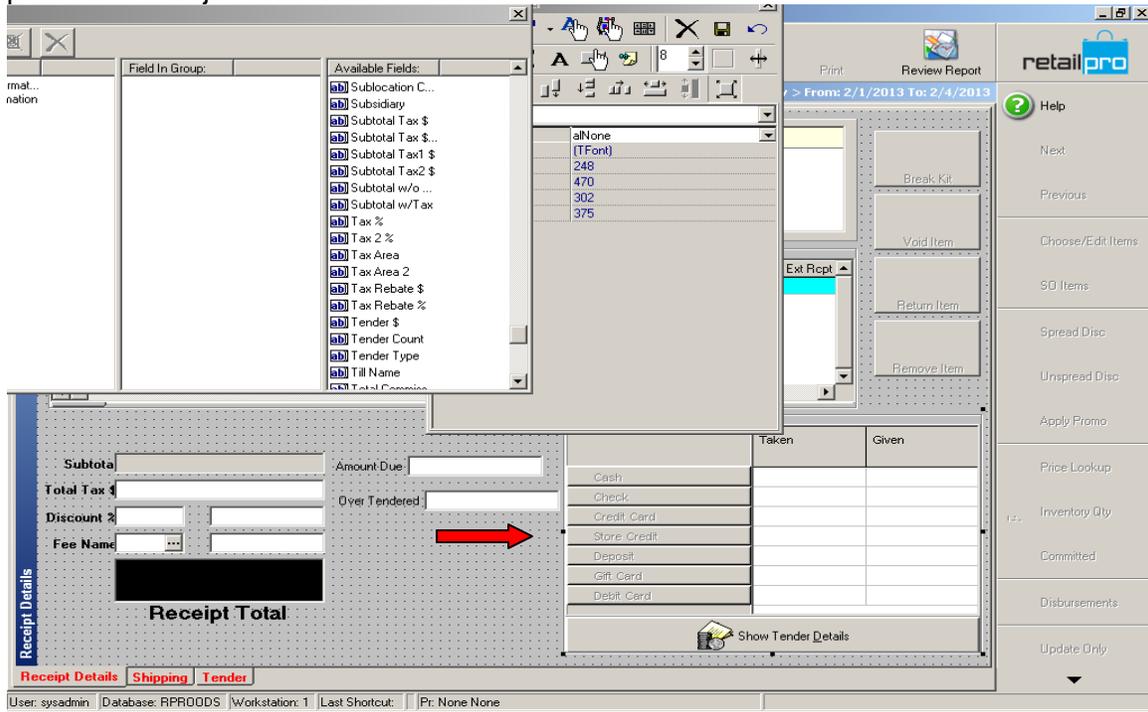


**6**. After resizing, you can adjust the font and other attributes of the text boxes with the page designer. Simply click on the box you would like to edit and change the desired fields. Here, I have selected to adjust the font of the specified field.
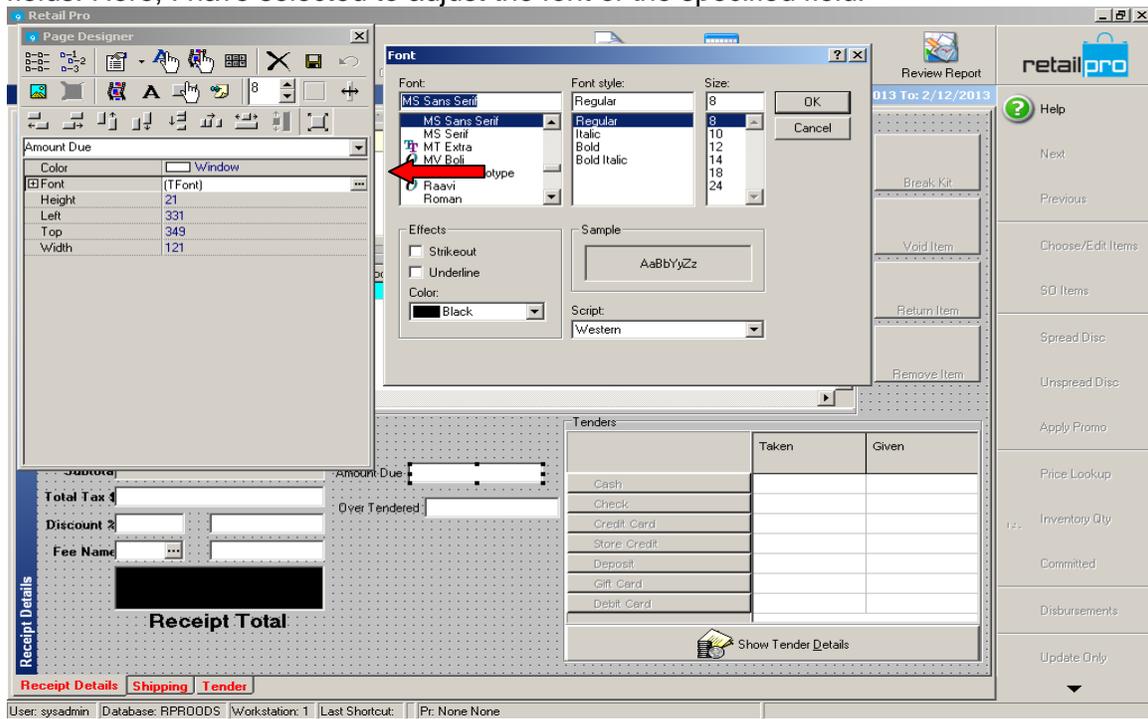
**7**. After making all your adjustments and getting the fields where you would like them, remember to save. Then you have successfully created a one stop shop to add items to a receipt and tender them. If you do not like the changes you have made or would like to start over, simply close the page designer box without saving and it will revert all the changes you made back to the default.