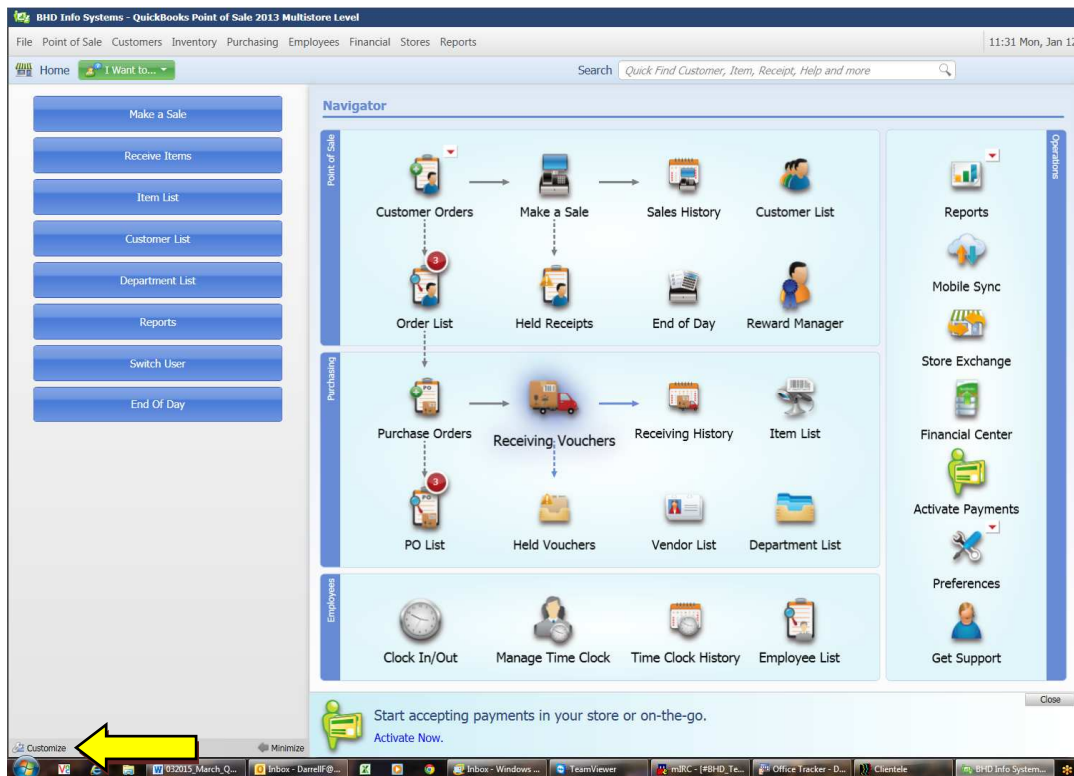




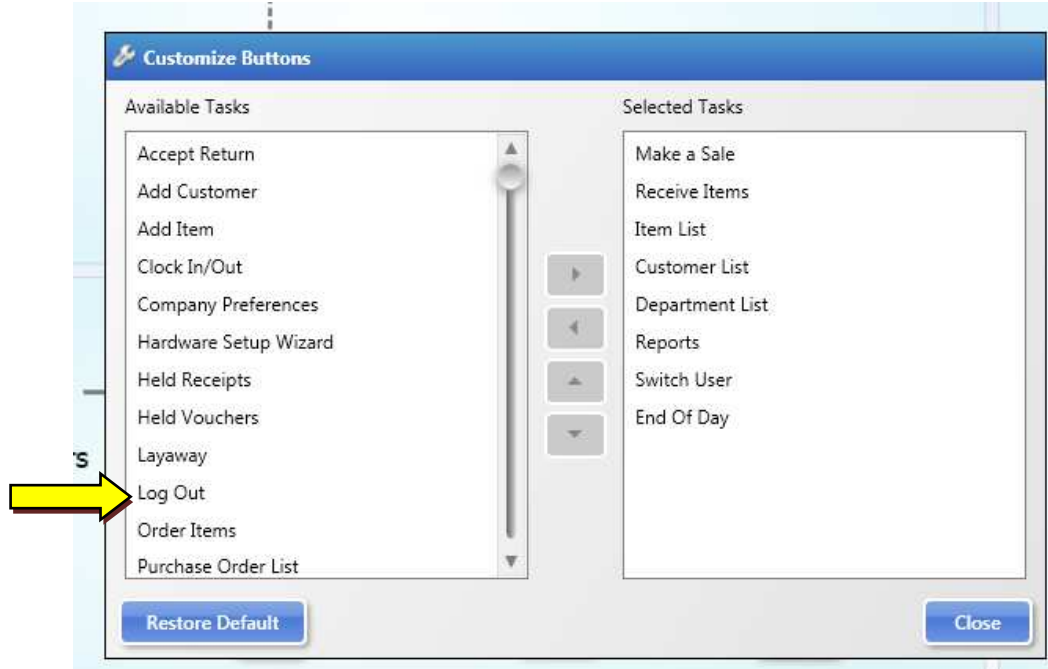
QB POS Changing Side Menu Buttons March, 2015 QB POS v2013

In QB POS v2013 you can **modify/change** the **Blue Buttons** on the **Side Menu**.

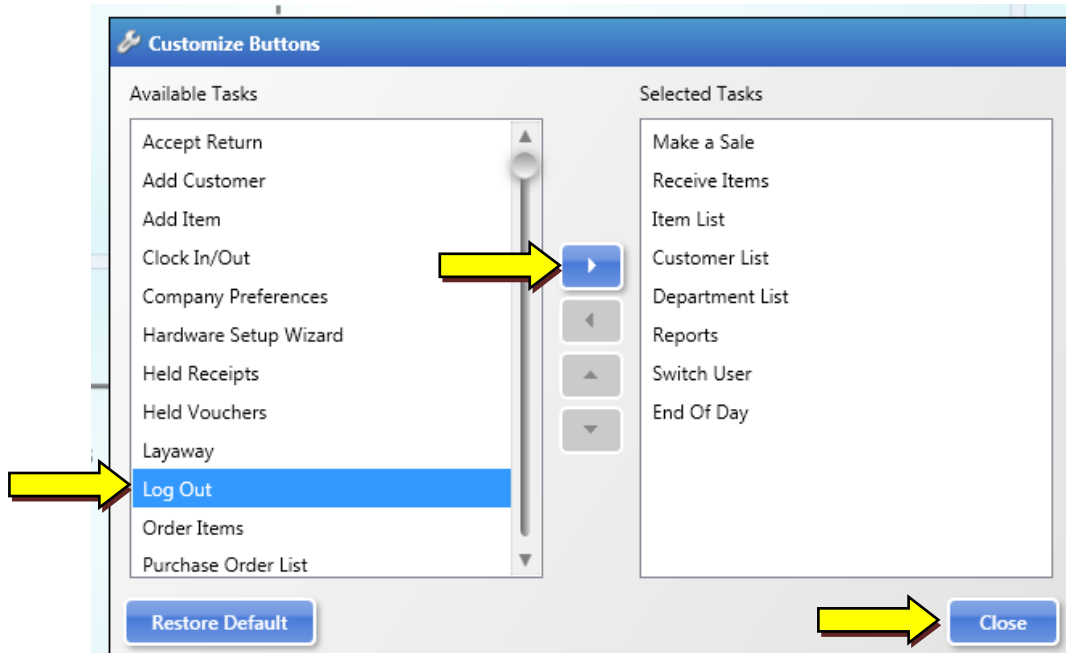
1. You can **Click** on **Customize** at the bottom of the **Blue Button** column..



2. Now I will add **Log Out** to the **Blue Buttons**.

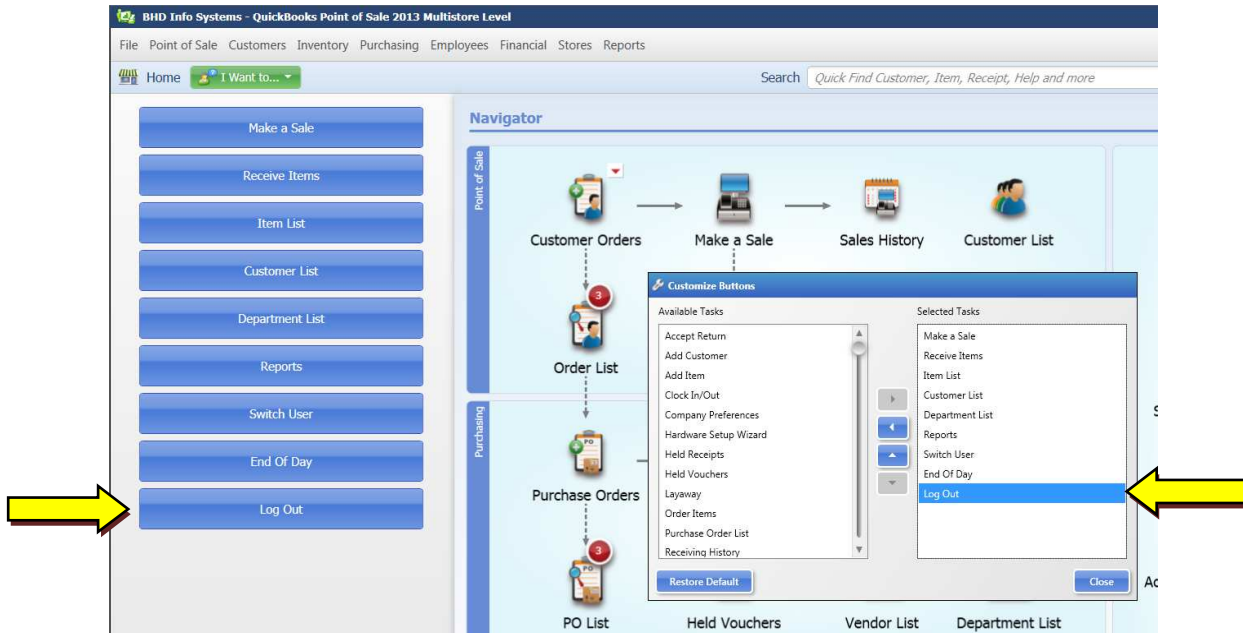


3. Select **Log Out** in the left column and **Click the Right Arrow** to add **Log Out** to the **Blue Buttons**. Click **Close**.



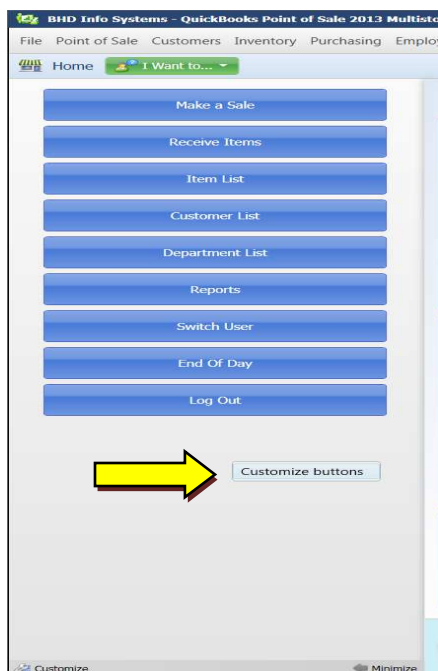
Note: the Left Column is Items you can Add to the Blue Buttons, the Right Column is a list of the current Blue Buttons.

4. Now **Log Out** is one of the Blue Buttons. You can now use it to Log Out of the QB POS.



Note: You can use the **Up** and **Down Arrows** to shift where the Button is in the List.

5. You also **Remove Blue Buttons** from the side menu. In addition to clicking **Customize** you can also **Right Click** in the grey area under the **Blue Buttons** and **Click on Customize Buttons** to make changes.



6. Select Item you want to **Remove** (Log Out) in the right column. Click **Left Arrow**. Click **Close**. The Button is now gone.

