

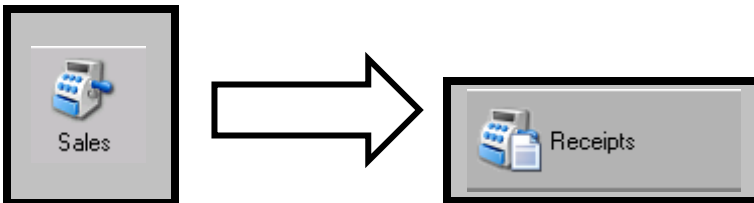


Adding an Image

Part 2: Adding an Image to a Screen In Retail Pro v9

The following steps will outline how to add an Image to your Screen, in your Retail Pro v8 from the MAIN location. I am going to add the Image to the POS Receipt Screen.

1. From any workstation at the MAIN, from the main screen in RPRO select **POS** then select **RECEIPTS**.



2. Select a **Former Receipt** and go to **Form View**.

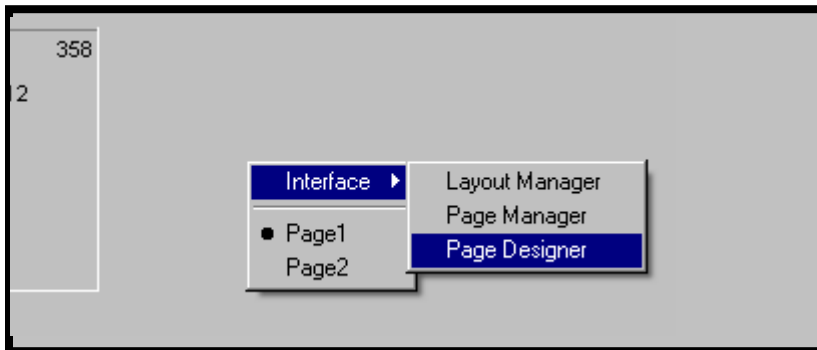
Receipts > Sub: 001 Active 0 /1/2012 To: 6/14

Subsidiary: 001

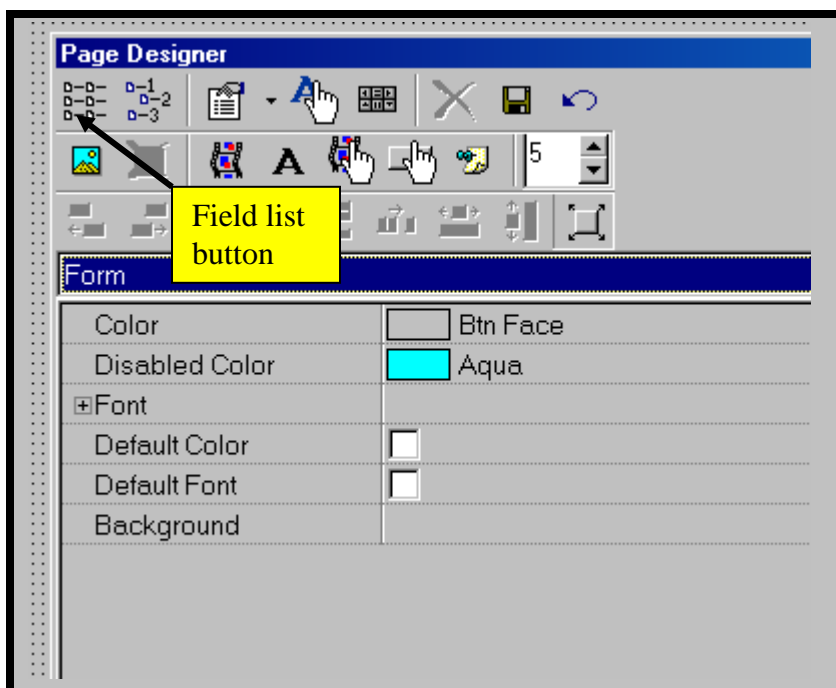
Created Date [] to [] Bill To Last Name []

Receipt #	Store	Rcpt Type	Create Dt	Cashier	Bill To	T.
12	000	Regular	6/14/2012 9:13:54 AM	SYSADMIN		Cash
11	000	Regular	6/11/2012 11:04:36 AM	SYSADMIN	Bob Smith	Cash
10	000	Regular	6/11/2012 11:03:50 AM	SYSADMIN	Bob Smith	Charg

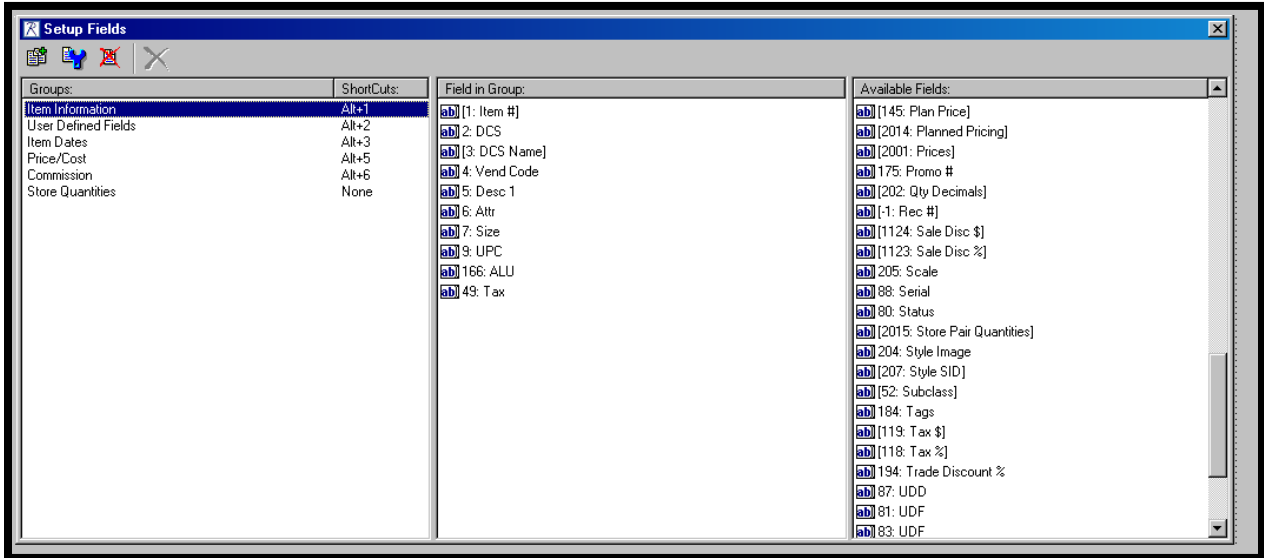
3. Right click in a blank area select **Interface** and **Page Designer**..



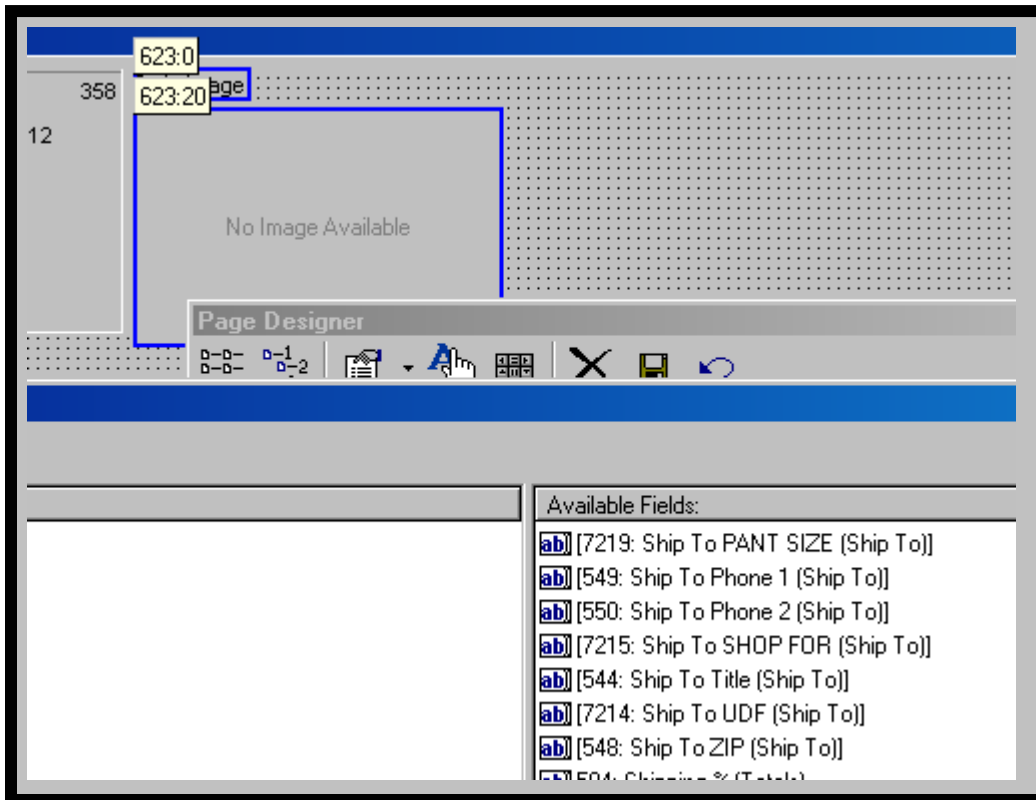
4. This will give you the **Page Designer** dialog box. Click on the button in the upper left corner, this will give the list of available **Setup Fields**.



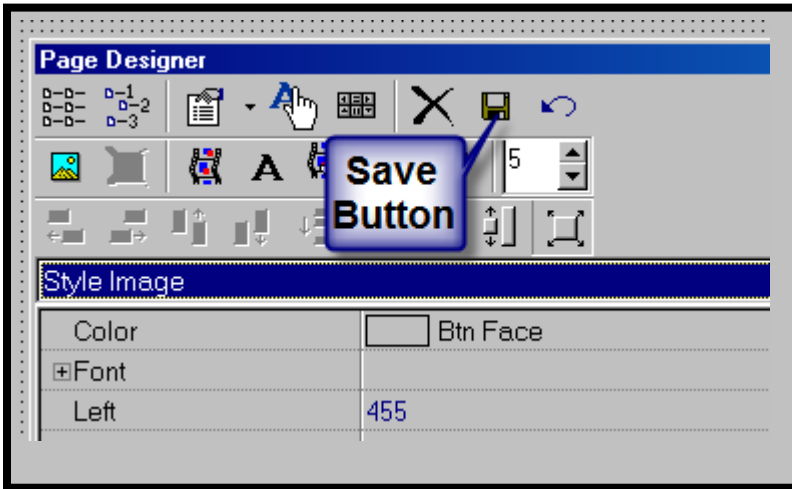
5. Scroll down the **Available Fields** list until you find the Image type you want add. I selected **Style Image**.



6. Click on the **Image** type you want and **Drag** it the location you want to place it on the Inventory Form view. You will probably want to resize the Image display are by dragging the lower edge down a bit. (You can use <Ctrl> + <Arrow Keys> to fine tune your positioning of the Image.)



7. Click on the **Save Button** (the Diskette symbol) to save your changes.



8. If your item has an image assigned to it you will see it on the screen.

