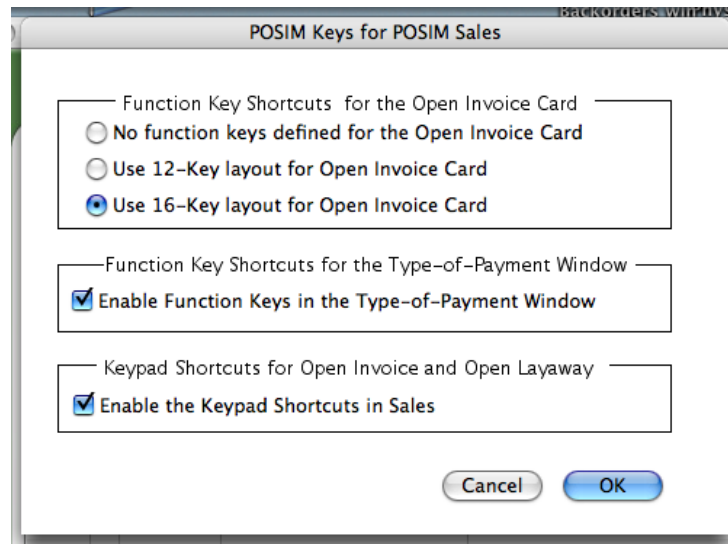


Using POS•IM Quick Keys

We recognize the need to perform point-of-sale functions without the use of a mouse or multiple Tab keystrokes. The instructions given for training will be using keystrokes.

1. **Preference.** Open Sales and select File >> Preferences >> Miscellaneous >> POSIM Keys. Select either 12 key or 16 key based upon the number of function keys on the keyboard, and check both check boxes.



2. **Systems Preferences.** Under the Apple menu go to System Preferences then Expose. You will need to set all the exposes features to the “-“option. This turns off the Apple shortcut keys and frees the function keys for POS•IM.

POS•IM Short Cut Keys

Key	12 Key	16 Key	Key	12 Key	16 Key
Clea r	Clear Last Item	Clear Last Item	F12	Post	Ship To
=	Override price	Override price	F13	n/a	Sales Person
*	Change Qty	Change Qty	F16	n/a	Post
/	Change Disc Level	Change Disc Level	Delete		Item
-	% Discount	% Discount	Home	Company Name	Company Name
+	% Margin	% Margin	End	Next Open Line	Next Open Line
F1	Cash	Cash	Pg. Up	Item	-
F2	Check	Check	Pg. Down	Customer	-
F3	Charge on Acct.	Charge on Acct.	Help	Salesperson	Customer
F4	MasterCard	MasterCard	Esc.	Back	Back
F5	Visa	Visa	Cmd + 2	Add Comments	Add Comments
F6	Am Ex	Am Ex	Cmd + 3	Make Transfer Invoice	Make Transfer Invoice
F7	Discover	Discover	Cmd + 4	Print Last Invoice	Print Last Invoice
F8	Gift Cert.	Gift Cert.	Cmd + 5	Get Preferred Items	Get Preferred

					Items
F9	Total Invoice	Gift Cert.		Cmd + 6	Update Customer Card with information from Open Invoice
F10	New Invoice	New Invoice		Cmd + 7	Print Gift Receipt
F11	New Customer	New Customer			

For a cheap price of \$15 you can purchase some stickers for your keyboard to help you remember all your keys!

