Configuring keyboard shortcuts for POS screen

POS & Sales · https://spos.pk/docs/configuring-keyboard-shortcuts-for-pos-screen/

Keyboard shortcuts let cashiers work the POS screen without touching the mouse: one key to add a payment, another to hold a sale, another to search for a product. Setting up shortcuts that suit your team makes checkout faster and reduces mistakes during busy hours.

Configuring keyboard shortcuts for POS screen

1. Go to the POS settings in Smart POS and open the keyboard shortcuts section.
2. Look through the list of POS actions, such as adding a payment, holding a sale or searching for a product.
3. Assign a key or key combination to each action you want to use, choosing keys that are easy to reach and hard to press by accident.
4. Save the shortcuts, then open the POS screen and try each one with a test sale to confirm it does the right thing.
5. Share the shortcut list with your cashiers and keep a printed copy near the till until everyone knows them.

Tip: Start with just a few shortcuts for the actions your team uses most, and add more once everyone is comfortable with them.