

Manager Layout

MWS/5500



Background

The transition to POS Quick ringing caused some register functions to be moved to a second keyboard layout; the Manager layout. Many functions on the Manager layout are only available on the Manager layout, so it is very important that stores are familiar with using the Manager layout.

Commonly used buttons that are only available on the Manager layout and are *NOT* available on the Main layout are listed below.

1. Fundraiser Donation
2. LCD
3. Receipt Stop
4. Void All
5. Train on
6. Train off

The Manager layout should be placed underneath the Main layout at each register.

*Tip - Laminate the Manager layout and keep near each register if you are unable to place under the Main layout.

How to use

To switch between Main Layout and Manager Layout:

- Log on with cashier number
- Press Mgr# key
- Key in a Manager Number
- Press Mgr# key
- Press SHIFT KEY (top right next to PAID IN)
Level 2 or MGR should appear on the register display. If it does not you are still on the Main Layout.
- Lift Main Layout to use Manager Layout
- Press any key needed on Manager Layout
- Press either one of the SHIFT KEYS on the Manager Layout to return to Main Layout (top right or next to GFT CRD REDEEM)
- Replace Main Layout

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Manager Numbers

HOW TO FIND MANAGER NUMBERS

1. Open MWS
2. Select POS Programming
3. Select Manager File
4. Click OK

If you have Manager numbers set up, they are listed in the code column.

HOW TO SET UP MANAGER NUMBERS

1. Open MWS
2. Select POS Programming
3. Select Manager File
4. Click OK

	DESCRIPT	CODE	STATUS
1	RICH	1.	02
2	Danielle	1234	02
3	^^^^^^		0. 00
4	^^^^^^		0. 00
5	^^^^^^		0. 00
6	^^^^^^		0. 00
7	^^^^^^		0. 00
8	^^^^^^		0. 00
9	^^^^^^		0. 00
10	^^^^^^		0. 00

5. Enter a name under DESCRIPT column
6. Enter a Manager Number you would like under CODE column
7. Use the drop down and click on 02 under STATUS column
8. Click OK
9. Click Yes to Overwrite the database file
10. Download and Downline Managers to the registers