

Manager Layout

SMP/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

Manager Layout

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Manager Numbers

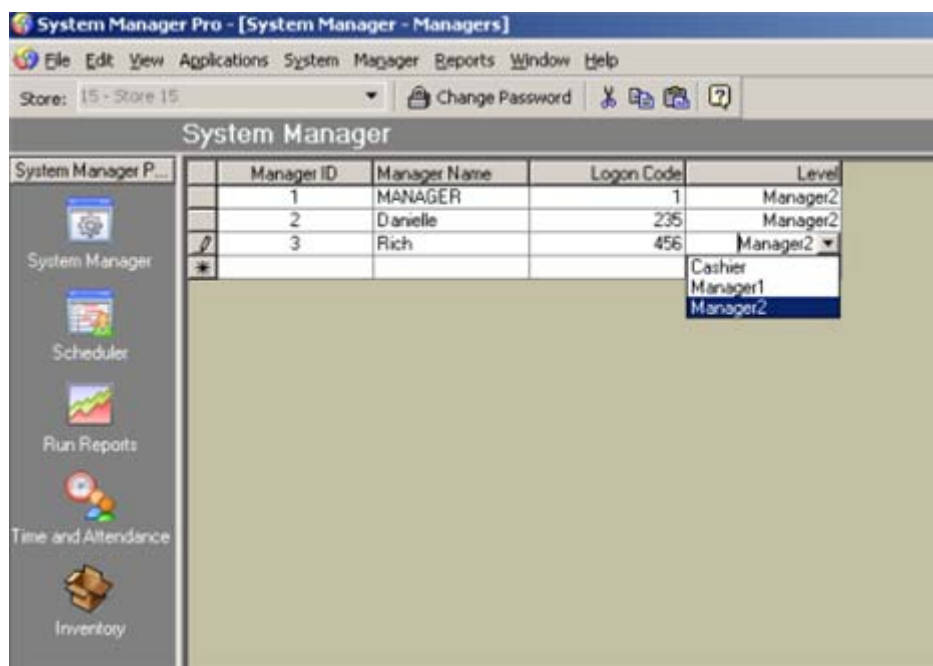
HOW TO FIND MANAGER NUMBERS

1. Open SMP
2. Click on System Manager
3. Double-Click on Managers

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

HOW TO SET UP MANAGER NUMBERS

1. Open SMP
2. Click on System Manager
3. Double-Click on Managers



4. Enter a number in Manager ID column
5. Enter a name in Manager Name column
6. Enter a Manager Number you would like under the Logon Code column
7. Tab to the Level column
8. Use the drop down to select Manager2
9. Click OK
10. Download/Send Managers to the registers