

Setting up POS Screens



Don't let disorganised POS screens slow down your ordering and payment processes. As the layout of your POS terminal touchscreen will heavily impact efficiency, PowerEPOS has been designed to maximise screen space and intuitively guide the user through each transaction.

In this guide, you will learn how to organise your screen into smaller, easy-to-use sections, and use navigation to quickly and easily complete transactions.

Learning areas:

1. 10 Guiding Principles for Setting up POS Screens
2. Understand Page Types
3. Create a Standard Ordering Page
4. Using Function Buttons
5. Using Display Groups
6. Formatting Buttons
7. Using the Graphics Library

Before you begin:

Ensure you have access to the PowerEPOS back office, and you have the necessary permissions to make changes to POS screens.

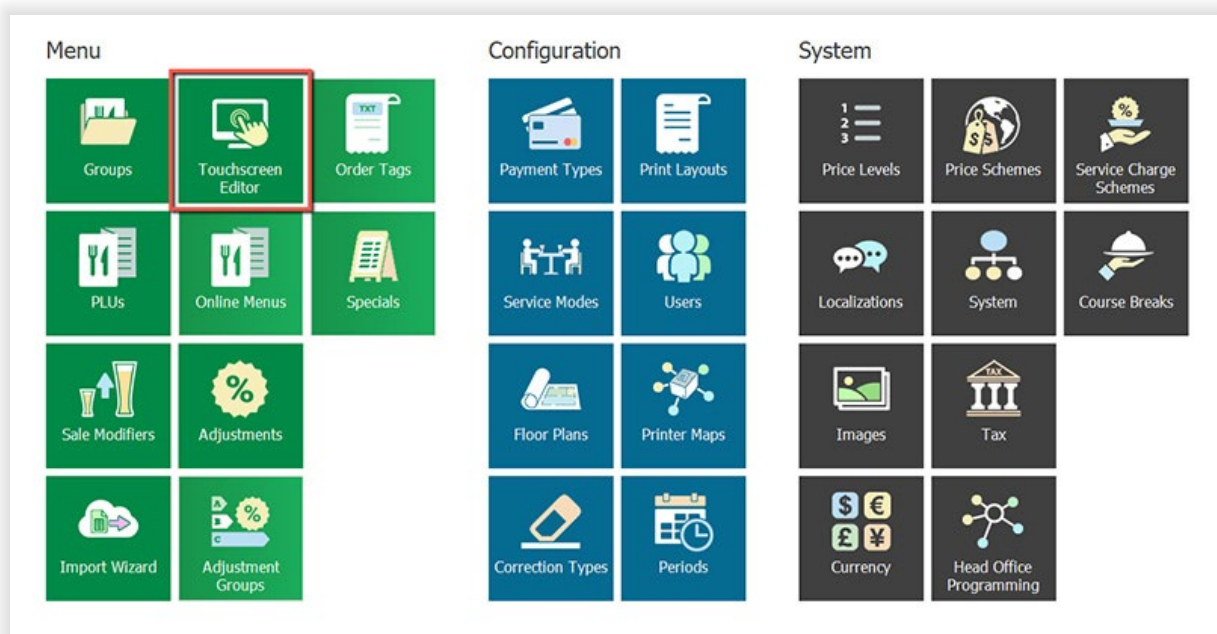
1. 10 Guiding Principles for Setting up POS Screens

Before setting up your POS screens, familiarise yourself with the following guiding principles for efficient screens:

1. Build the system to operate with the lowest number of keystrokes, or button presses.
2. Make high-use buttons easy to locate.
3. Make high-selling items easy to find, and place lower-selling items on category screens or in drop-down lists.
4. Test the system thoroughly to ensure each screen leads to the next one.
5. Avoid cluttering screens with loads of buttons.
6. Make the font size big enough to read and the right colour to be noticeable.
7. Create big buttons to make items easier to locate.
8. Use images only if they improve the user experience.
9. Use features that enhance the experience such as customer-facing displays.
10. Add in as many opportunities to upsell and cross-sell as possible using POS prompts to suggest side dishes and complementary products.

2. Access the Touchscreen Editor

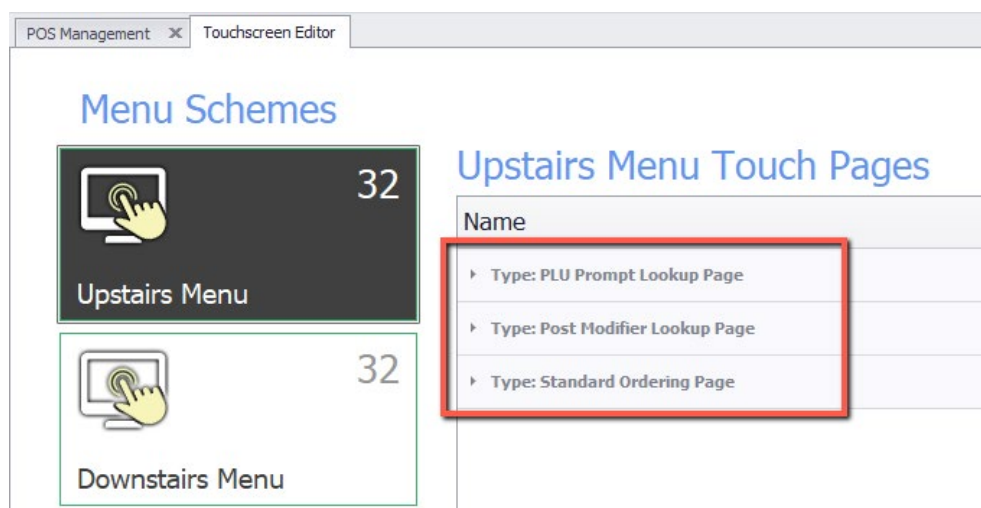
Log in to PowerEPOS and open the **Touchscreen Editor** from the **Menu** section in the **POS Management** screen to view your existing screens or pages.



3. Understand Page Types

In our **Touchscreen Editor** we see the 3 types of touch pages we can create.

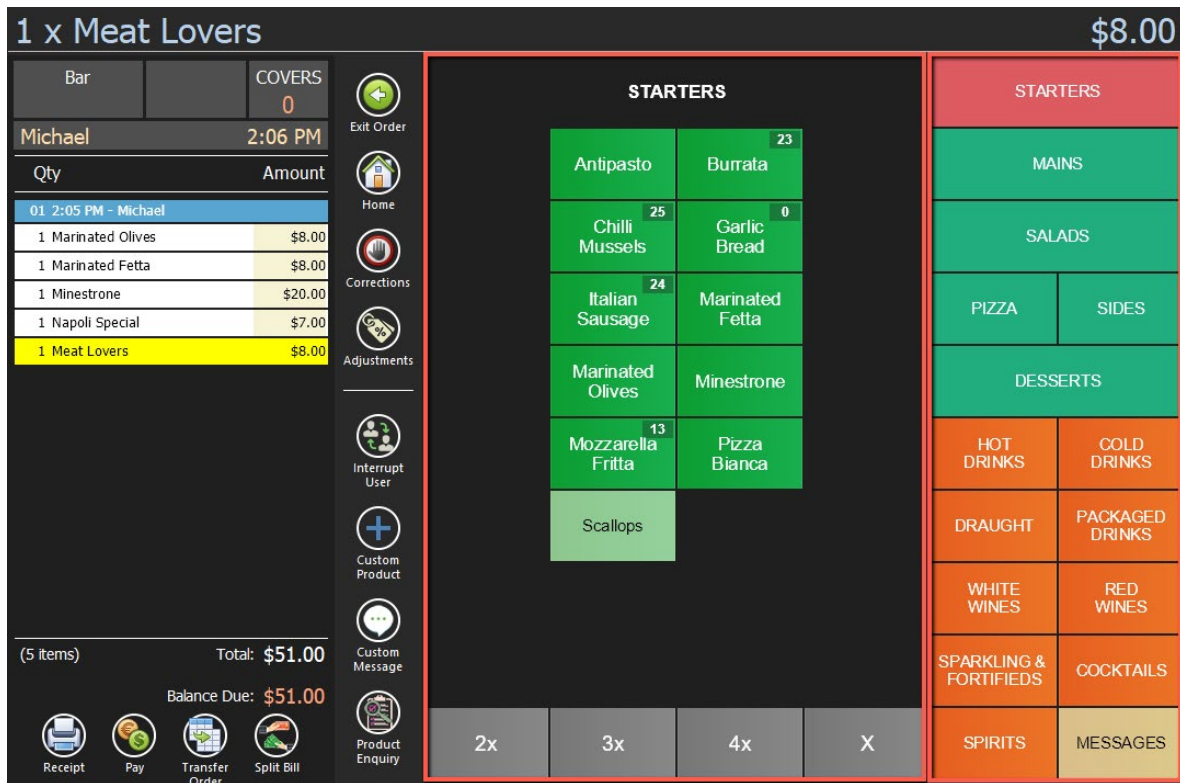
- ✓ **PLU Prompt Lookup Page:** Menu pages we are directed to when our PLUs require further information, such as cooking instructions for steak.
- ✓ **Post Modifier Lookup Page:** Pages that present modifier options after the PLU is selected, such as bottle or glass for wine.
- ✓ **Standard Ordering Page:** Menu pages with PLU buttons.



4. Standard Ordering Page Layout

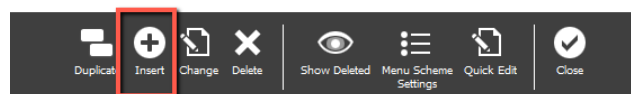
Most standard ordering pages follow this format, but it can also be customised:

- ✓ **Right hand side:** 2 columns of category buttons for menu page shortcuts.
- ✓ **Center section:** For PLUs and modifiers.



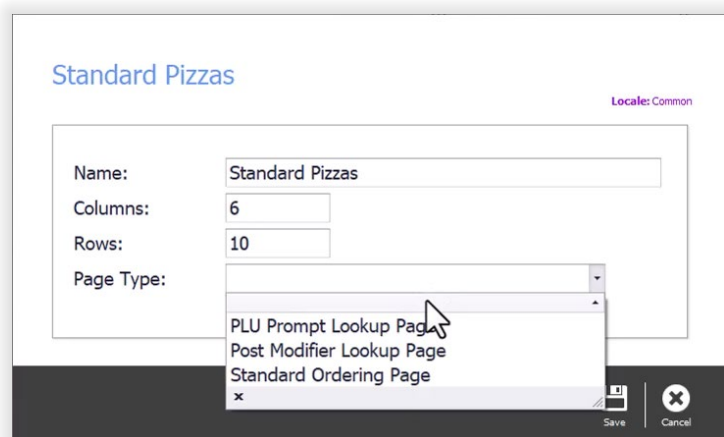
5. Create a New Standard Ordering Page

1. In the Touchscreen Editor, select **Insert** from the toolbar.



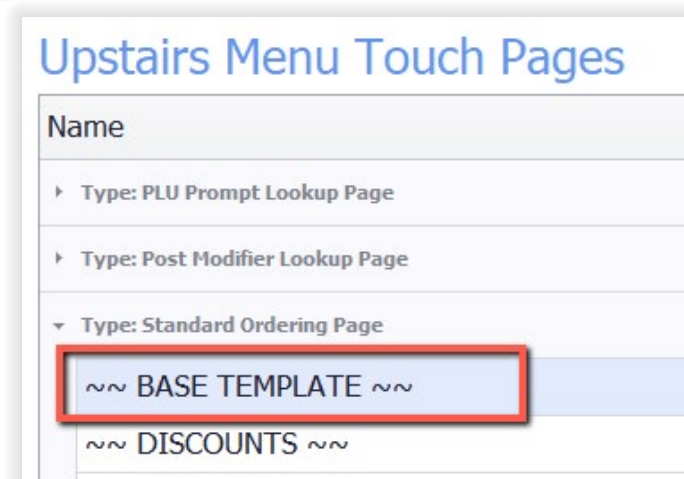
2. Add the page name, the number of columns and rows, select **Standard Ordering Page**, and hit **Save**.

*6 columns and 10 rows make up our standard layout.

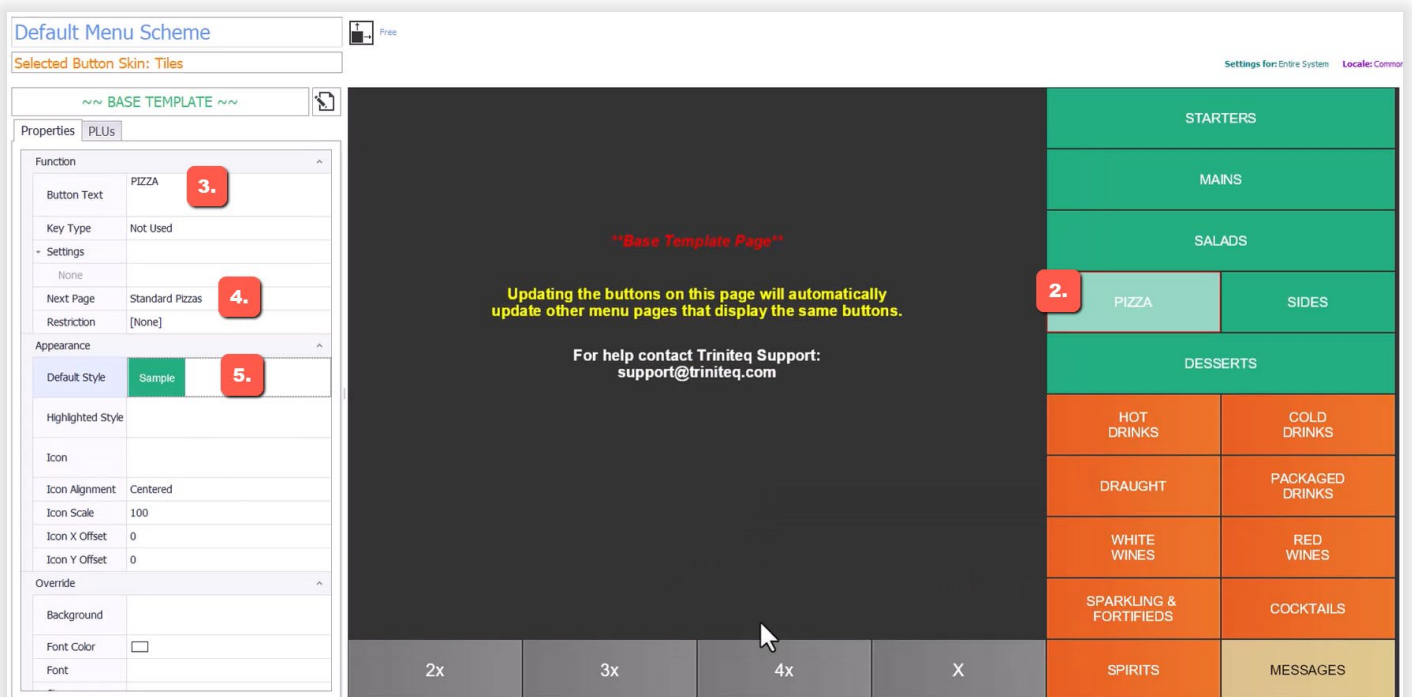


6. Set up Page Shortcut Button

1. To add our new page to the category buttons on the Base Template, double-click to open the **Base Template** page.



2. In the **Touchscreen Editor**, select the button.
3. Under **Properties** on the left in **Button Text**, add the page name.
4. In **Next Page**, we select our new page or the page that the button will open.
5. In **Default Style**, select the style of the button, then **Save**.
6. To test the button, right-click it, then select **Follow**, to open our new **PIZZA** page.



Default Menu Scheme

Selected Button Skin: Tiles

Settings for Entire System Locale: Common

Properties | PLUs

Function

Button Text: PIZZA **3.**

Key Type: Not Used

Settings

None

Next Page: Standard Pizzas **4.**

Restriction: [None]

Appearance

Default Style: Sample **5.**

Highlighted Style

Icon

Icon Alignment: Centered

Icon Scale: 100

Icon X Offset: 0

Icon Y Offset: 0

Override

Background

Font Color:

Font

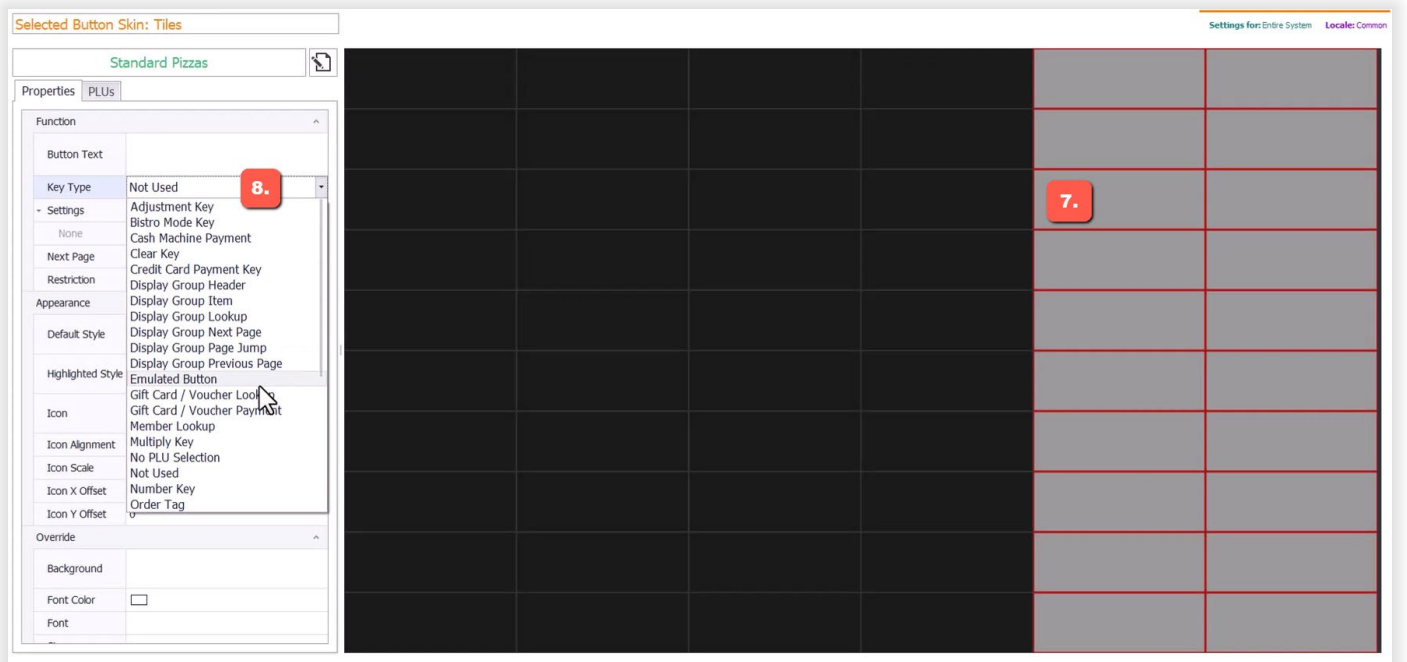
Updating the buttons on this page will automatically update other menu pages that display the same buttons.

For help contact Triniteq Support: support@triniteq.com

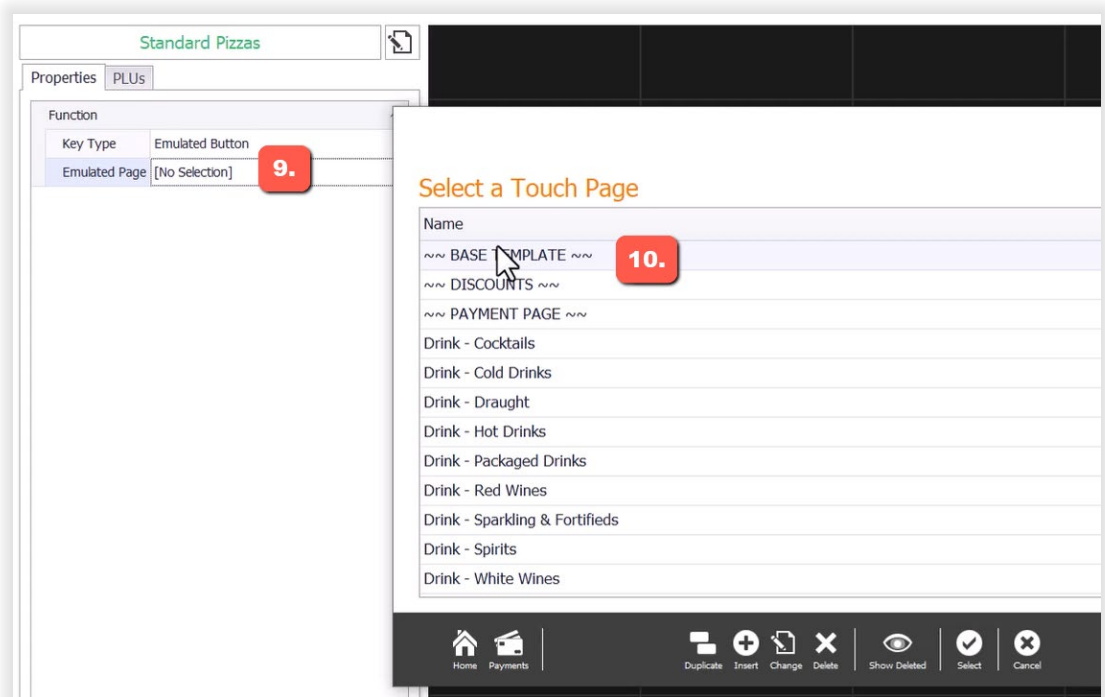
2x 3x 4x X

STARTERS	
MAINS	
SALADS	
PIZZA 2.	SIDES
DESSERTS	
HOT DRINKS	COLD DRINKS
DRAUGHT	PACKAGED DRINKS
WHITE WINES	RED WINES
SPARKLING & FORTIFIEDS	COCKTAILS
SPIRITS	MESSAGES

7. To add the category buttons to the right hand side of the new page, click and drag to highlight 2 columns of buttons on the right.
8. Go to **Key Type** and select **Emulated Button**.



9. Click in **Emulated Page**.
10. Double-click the **Base Template** that we added our button to, and our shortcut buttons are copied to the right hand side.



6. Add a Display Group

Next we add our PLU buttons. Previously, we created a **Display Group** in **Groups**, then added PLUs to it in **PLUs**, both accessible through the **POS Management** screen. For more information on this, view our guide or video, **Creating PLUs**.

1. On our **Standard Pizzas** page, we click and drag to highlight the receiving buttons.
2. In **Key Type**, we select **Display Group Item** to add the group of PLUs to the page.
3. In **Display Group**, we select **Pizza**, so all the pizza PLUs are added to the page at once.
4. In **Default Style** select the button colour and font. This applies the style to the PLU, not the button, so if the PLU is removed, the style is too.

6. Add Size or Quantity Buttons

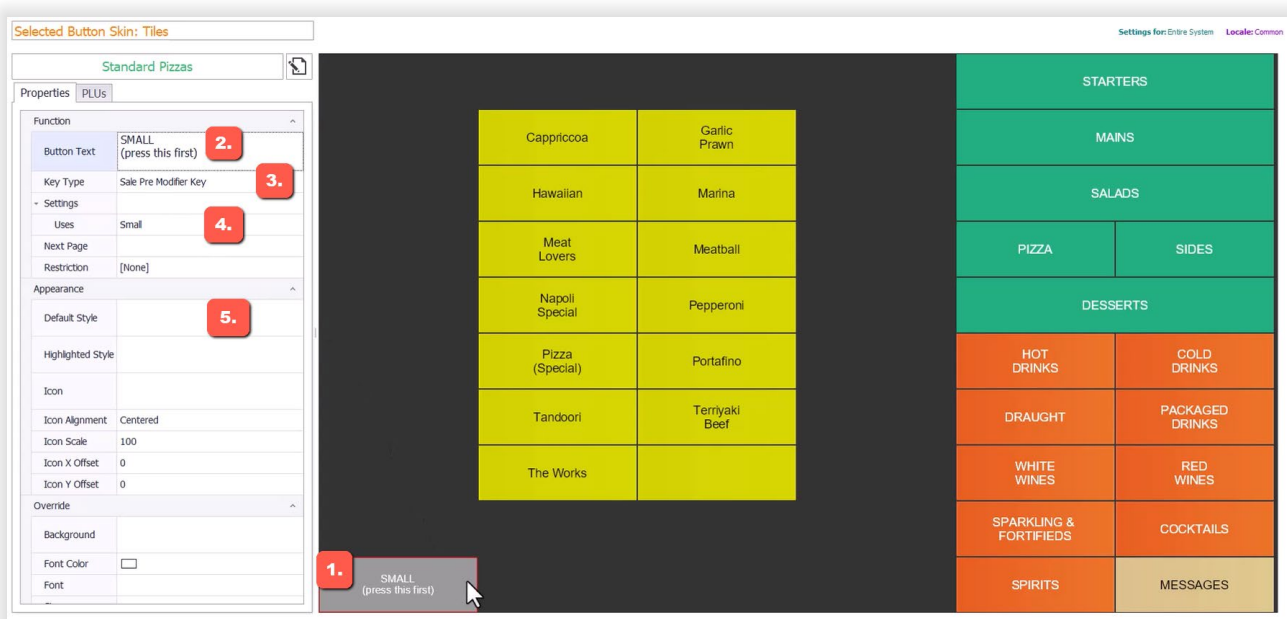
Next we add our size buttons. We previously set up sizes in **Sales Modifiers**, accessible from the **POS Management** screen. Then we added them to PLU's as they were created.

Mod	Sale Modifier	Calculated	Cost	Restaurant	Takeaway	Del
	[No Modifier]			7.00	6.00	
<input checked="" type="checkbox"/>	Family					
<input checked="" type="checkbox"/>	Large					
<input checked="" type="checkbox"/>	Medium					
<input checked="" type="checkbox"/>	Small					
<input type="checkbox"/>	Bottle					
<input type="checkbox"/>	Glass					

Next we decide the best sequence to use the modifier buttons and set it up in **Key Type**.

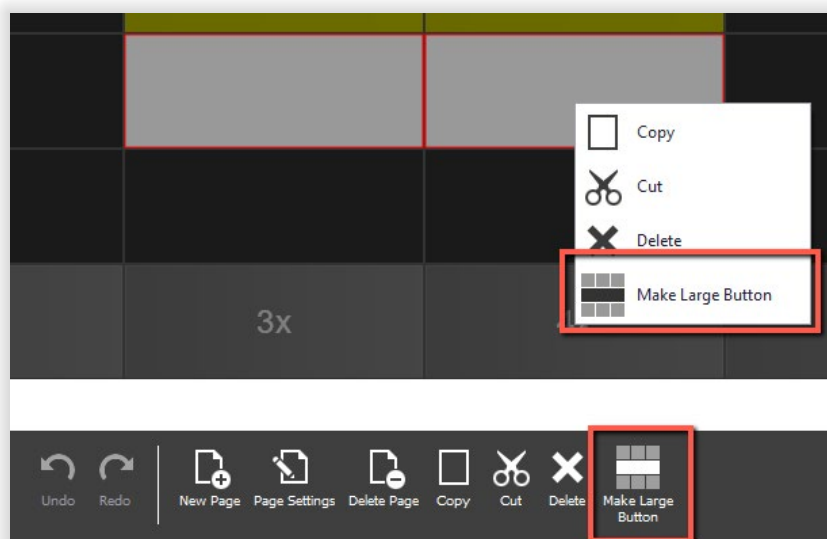
- ✓ **Sale Pre Modifier Key** - To select the modifier before the PLU button.
- ✓ **Sale Post Modifier Key** - To select the modifier after the PLU button.

1. Highlight the button.
2. In **Button Text** we add the size, plus a message to remind staff of the process.
3. In **Key Type** we select **Sale Pre Modifier Key**.
4. In **Uses** we select the size, then we follow this process for the rest of the buttons.
5. Once all 4 buttons have been created, we highlight them all and add a **Default Style**.



6. Create a Large Button

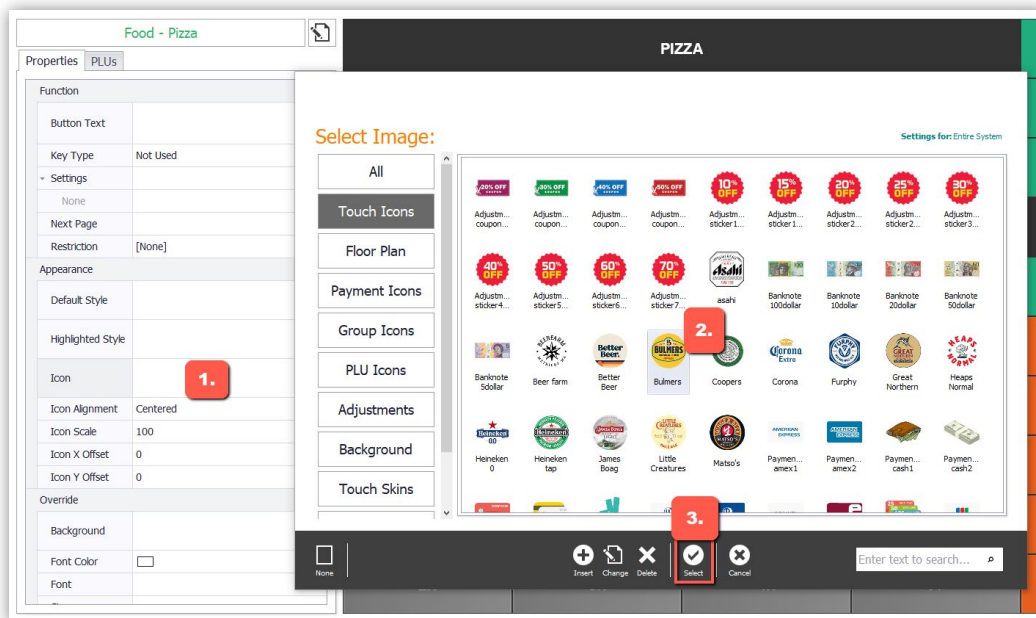
1. Click and drag to select the buttons to merge.
2. Then either select **Make Large Button** from the toolbar, right-click and select it from options, or use **CTRL+M**. Add **Button Text**, **Default Style** and **Key Type** if needed.



7. Use the Graphics Library

Add graphics such as logos and icons to the page to make buttons easier to find.

1. Highlight the button.
2. Click **Icon** to enter the **Graphics Library**.
3. Double-click the graphic, or highlight it and then **Select** from the toolbar.



7. Add an individual PLU

1. Go to the **PLUs** tab.
2. To find a PLU, use the list, select the Group from the drop down field, or use the search field.
2. Drag and drop the PLU on to the button.
3. Add the **Default Style** to the button.
- 4.

Need more help?

If you still have questions or need further help creating POS screens, just contact our friendly support team.

Triniteq Support

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✉ support@triniteq.com

