

Setting up POS screens

The Touchscreen Editor

ESTIMATED TIME 30 minutes

POS screens are built in the Touchscreen Editor, from the Menu section of the POS Management screen. A good screen is one staff barely have to think about, so it is worth planning the layout before you start placing buttons.

Setting up POS screens

<https://www.youtube.com/watch?v=BvHxokFvyks>

Before you start

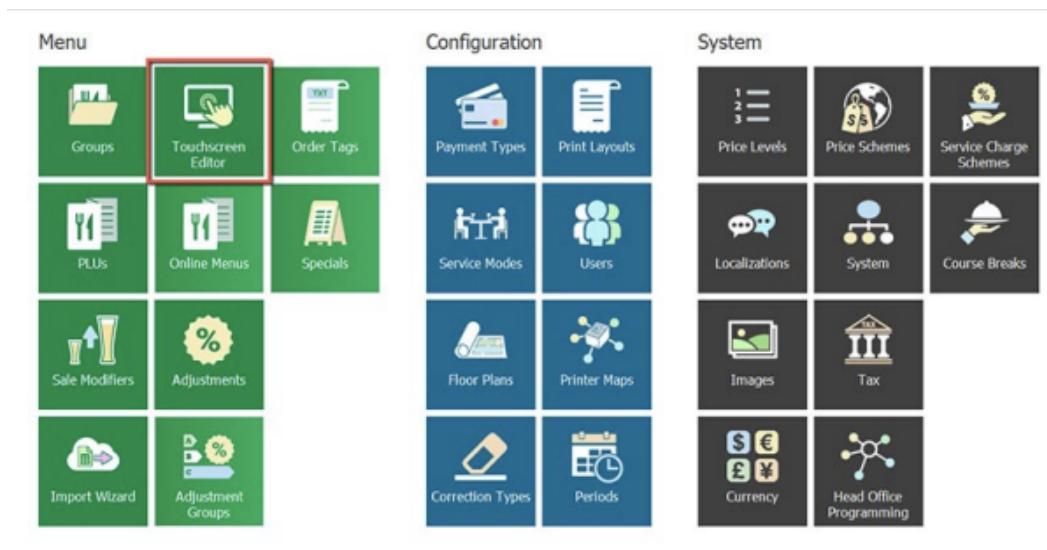
- Access to the Touchscreen Editor from the POS Management screen.
- Your PLUs created and grouped — see our guide on creating PLUs.
- Your sizes set up in Sales Modifiers, if you want size buttons.

Ten principles for an efficient screen

- Build the system to work in the fewest keystrokes or button presses.
- Make high-use buttons easy to find.
- Put high-selling items where they are easy to reach, and lower-selling ones on category screens or in drop-down lists.
- Test thoroughly, so every screen leads to the next one.
- Do not clutter a screen with too many buttons.
- Make the font big enough to read, and a colour that stands out.
- Make buttons big, so items are easier to hit.
- Use images only where they genuinely help.
- Use features that improve the experience, such as customer-facing displays.
- Build in as many chances to upsell and cross-sell as you can, using POS prompts to suggest sides and complementary products.

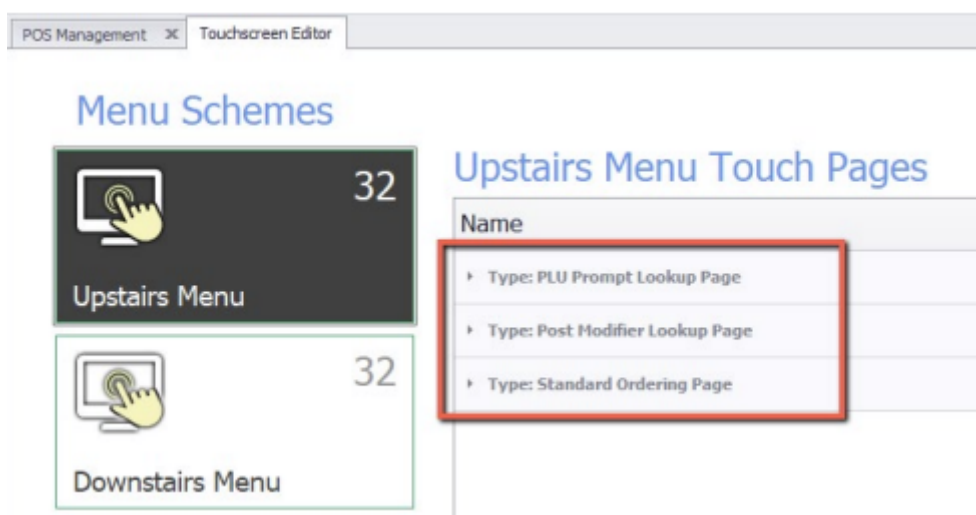
The three page types

Sign in to PowerEPOS and open the **Touchscreen Editor** from the Menu section of the POS Management screen to see your existing pages.



There are three kinds of page you can create.

- **PLU Prompt Lookup Page** — the page you are taken to when a PLU needs more information, such as cooking instructions for a steak.
- **Post Modifier Lookup Page** — options offered after the PLU is selected, such as bottle or glass for wine.
- **Standard Ordering Page** — a menu page of PLU buttons.



Most standard ordering pages follow the same layout, though you can change it: two columns of category buttons down the right-hand side as menu page shortcuts, and the centre given over to PLUs and modifiers.



Creating a standard ordering page

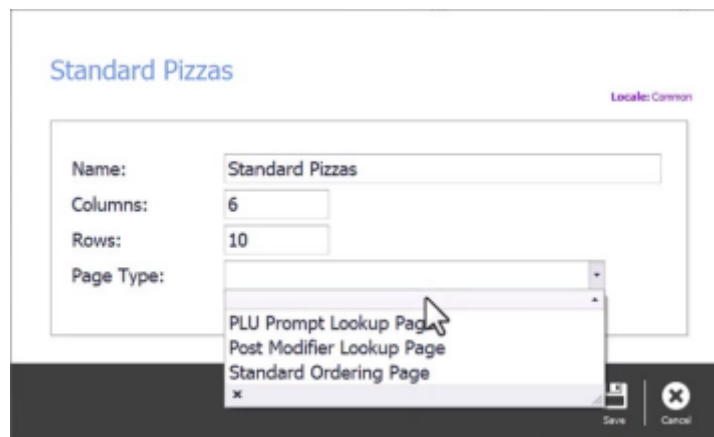
1 Insert the page

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



2 Name it and size it

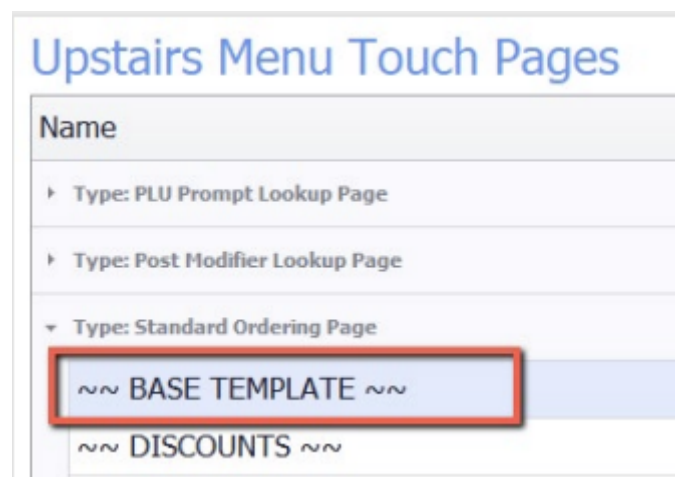
Enter the page name and the number of columns and rows, select **Standard Ordering Page**, and select **Save**. Six columns by ten rows is the standard layout.



Adding a shortcut button to the page

3 Open the Base Template

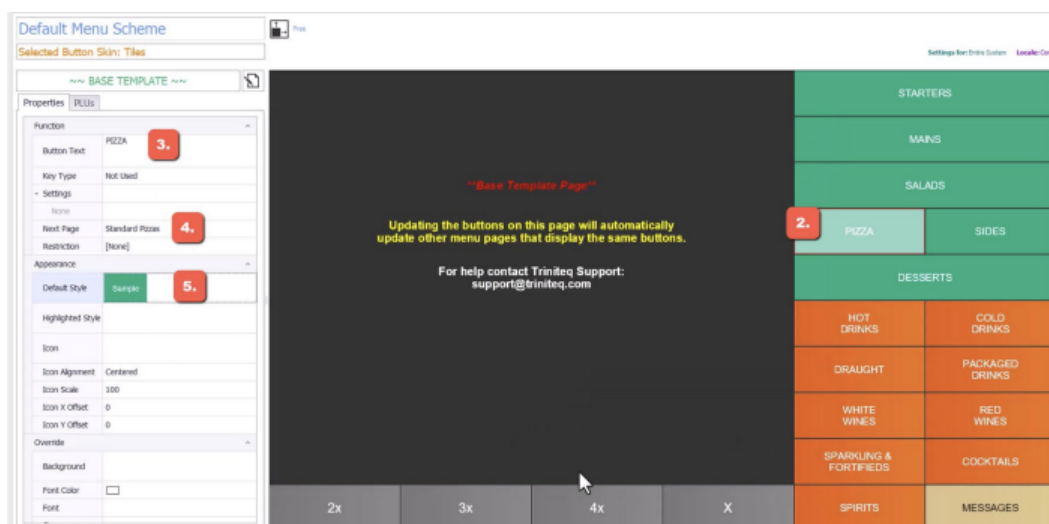
Double-click the **Base Template** page to open it, then select the button you want to use.



4 Point it at the new page

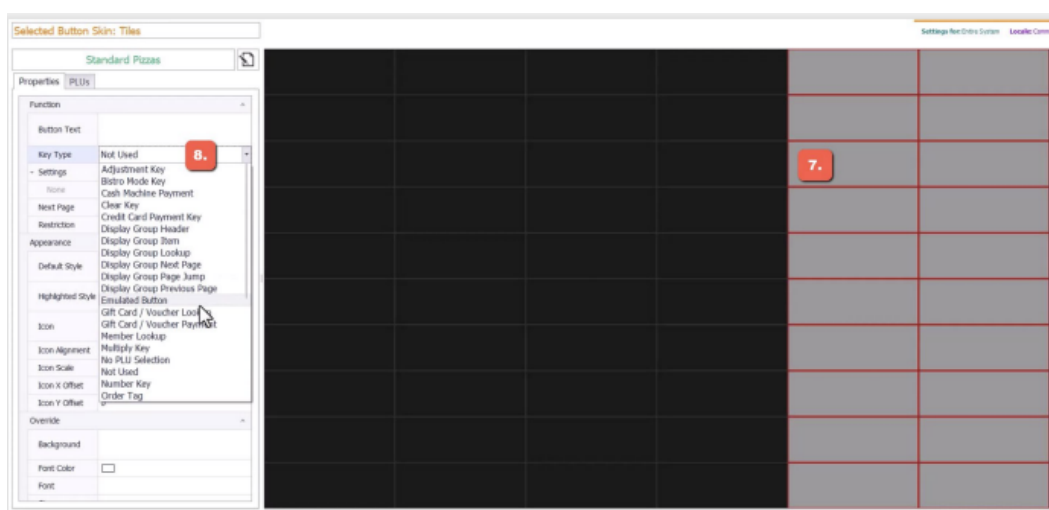
Under **Properties** on the left, put the page name in **Button Text**, choose your new page in **Next Page**, pick a **Default Style**, and select **Save**.

To test it, right-click the button and select **Follow** — it should open the new page.



5 Copy the category buttons onto the new page

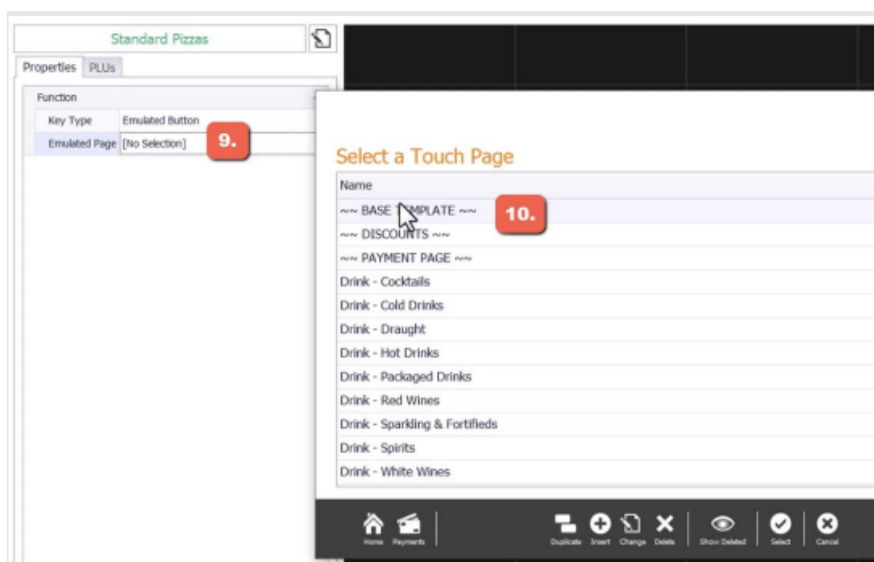
On the new page, click and drag to highlight two columns of buttons down the right. In **Key Type**, select **Emulated Button**.



6

Choose the page to emulate

Click into **Emulated Page** and double-click the Base Template you added the button to. The shortcut buttons are copied down the right-hand side.



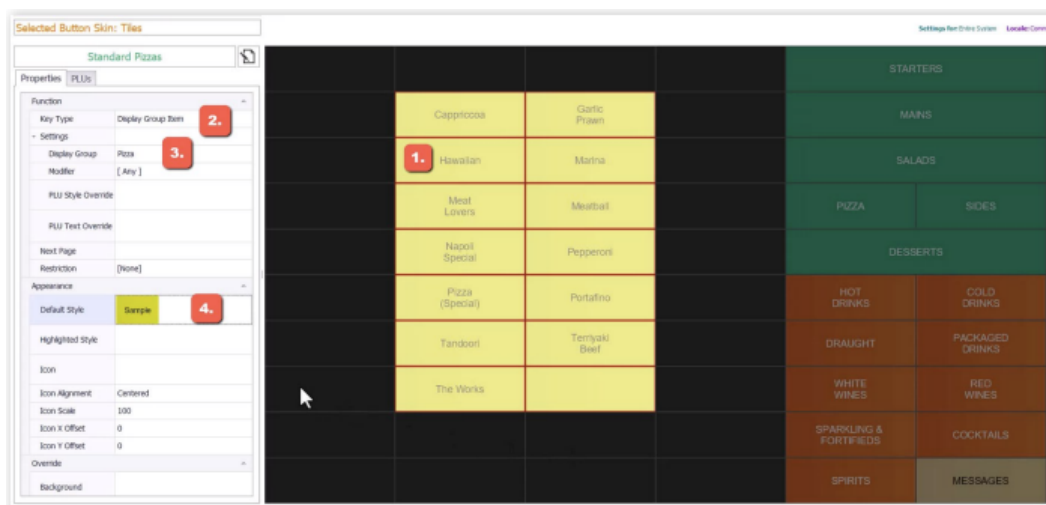
Adding a display group of PLUs

7

Drop a whole group onto the page

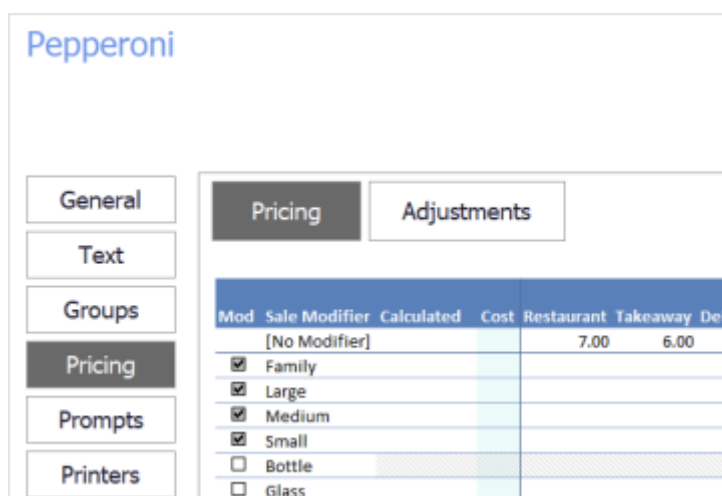
Click and drag to highlight the buttons that will receive the PLUs. In **Key Type** select **Display Group Item**, then in **Display Group** select the group — every PLU in it lands on the page at once.

Set the button colour and font in **Default Style**. Note that this styles the PLU rather than the button, so removing the PLU removes the style with it.



Adding size or quantity buttons

Sizes come from Sales Modifiers on the POS Management screen, and are attached to PLUs as those PLUs are created.

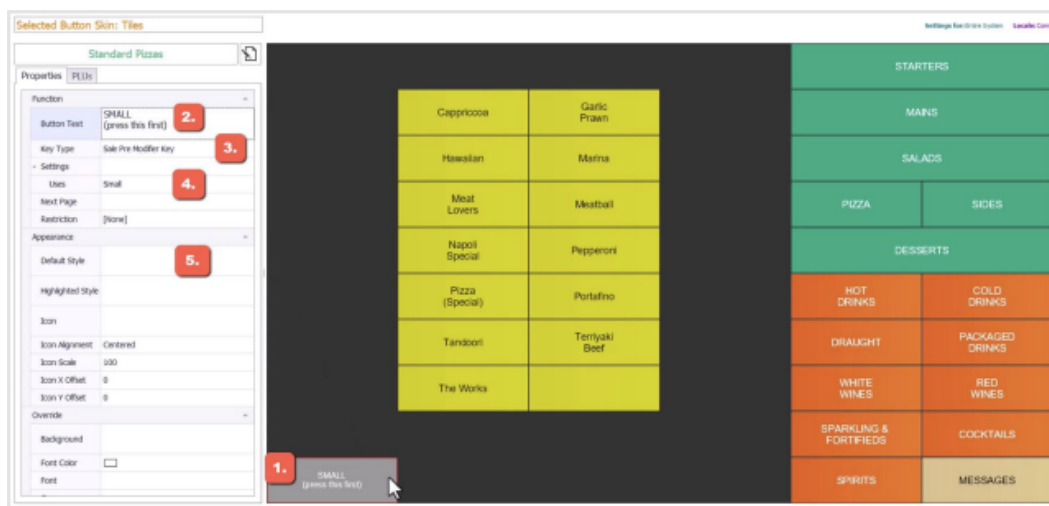


Decide whether staff should press the modifier before or after the PLU, and set **Key Type** to match:

- **Sale Pre Modifier Key** — the modifier is chosen before the PLU button.
- **Sale Post Modifier Key** — the modifier is chosen after the PLU button.

8 Build each size button

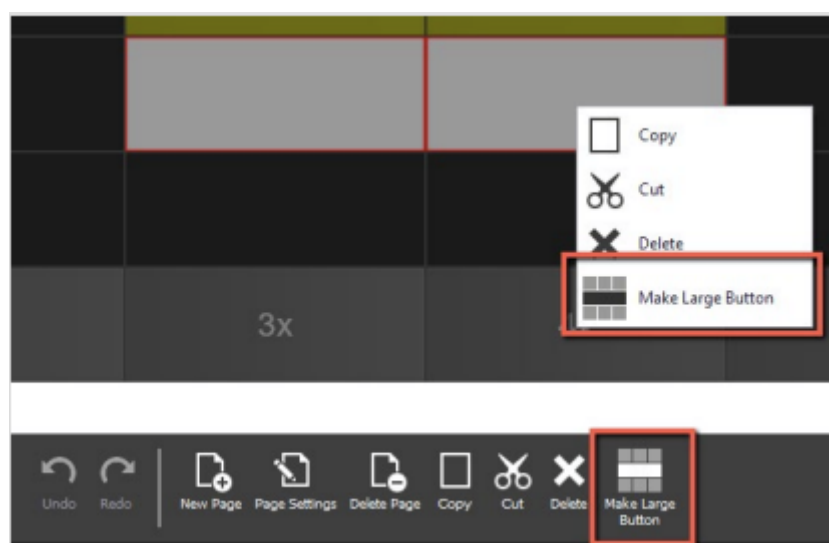
Highlight the button. In **Button Text** put the size, plus a short reminder of the order to press things in. Set **Key Type** to **Sale Pre Modifier Key**, and in **Uses** select the size. Repeat for the rest of the buttons, then highlight them all together and give them a **Default Style**.



Making a large button

9 Merge buttons together

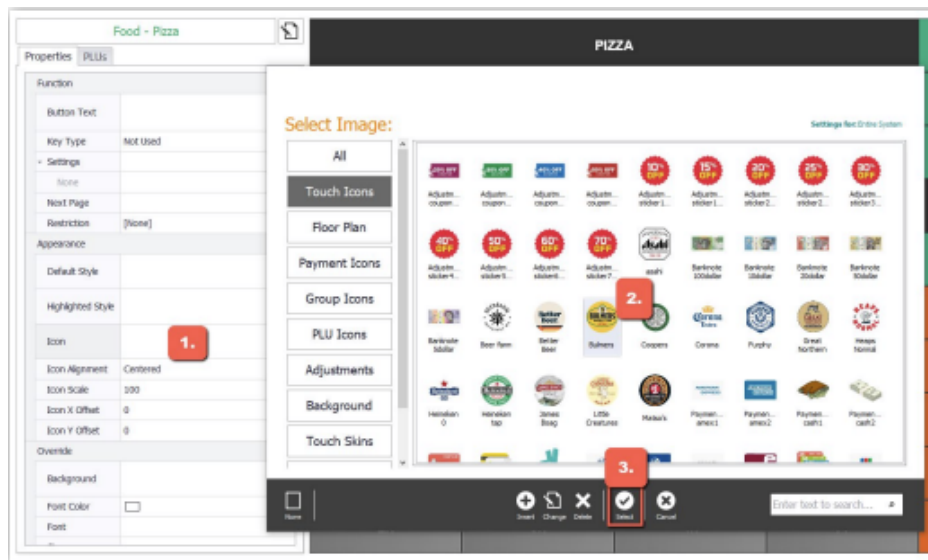
Click and drag to select the buttons you want merged, then either choose **Make Large Button** from the toolbar, right-click and select it from the options, or press Ctrl+M. Add the button text, default style and key type as needed.



Adding graphics

10 Put a logo or icon on a button

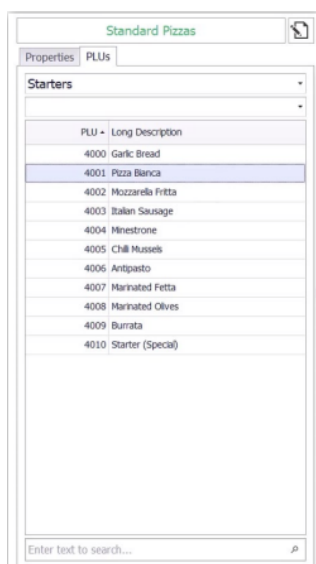
Graphics make a button easier to pick out. Highlight the button, select **Icon** to open the Graphics Library, and double-click the graphic — or highlight it and select **Select** from the toolbar.



Adding one PLU at a time

11 Drag a single PLU onto a button

Go to the **PLUs** tab. Find the PLU in the list, by choosing its group from the drop-down, or with the search field. Drag it onto the button, then give the button a **Default Style**.



12 Need a hand? Contact Triniteq Support

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