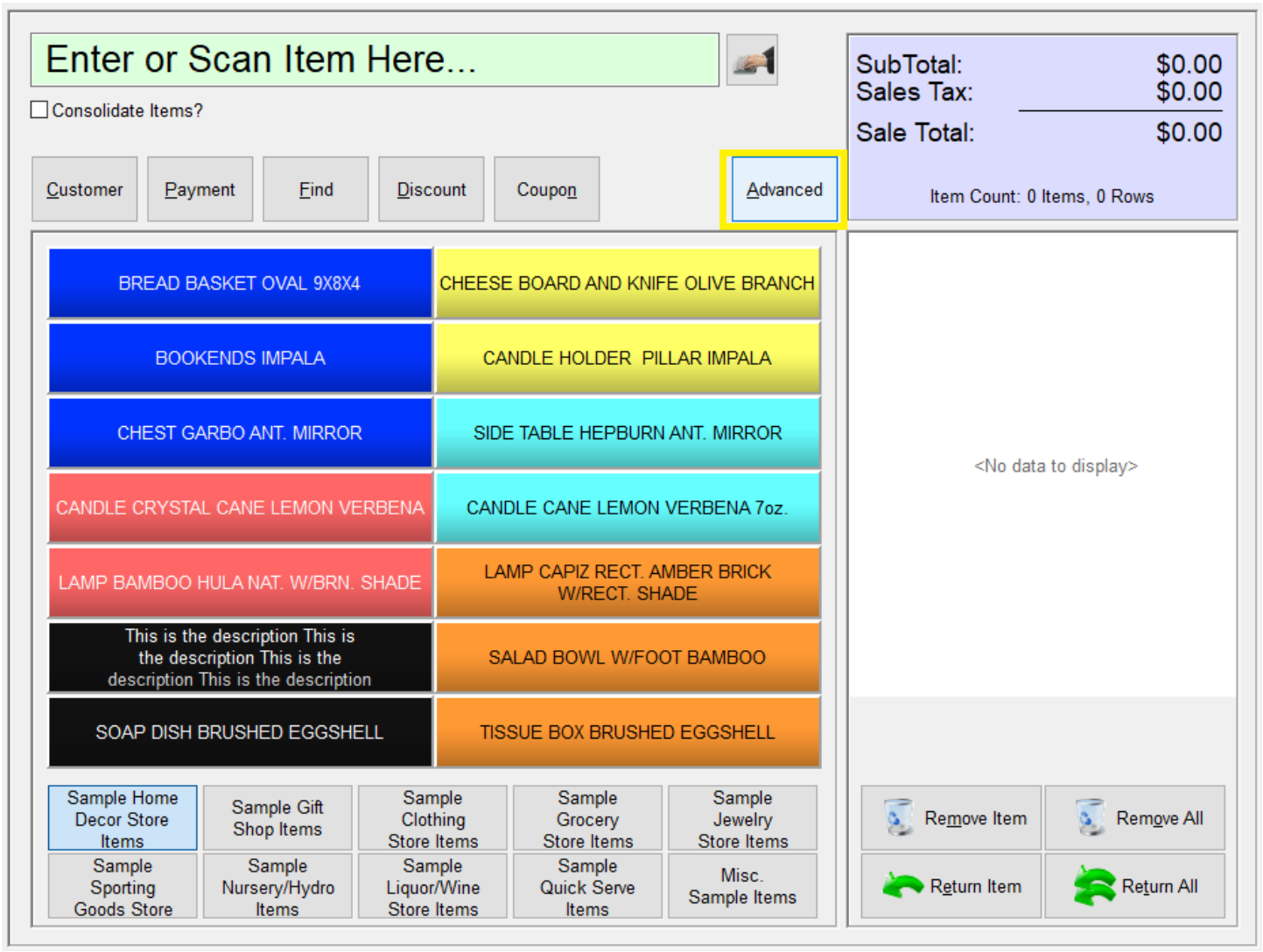
How to Set Up a Quick List in RetailEdge

POS Operations · https://retailedge.com/docs/how-to-set-up-a-quick-list-in-retailedge

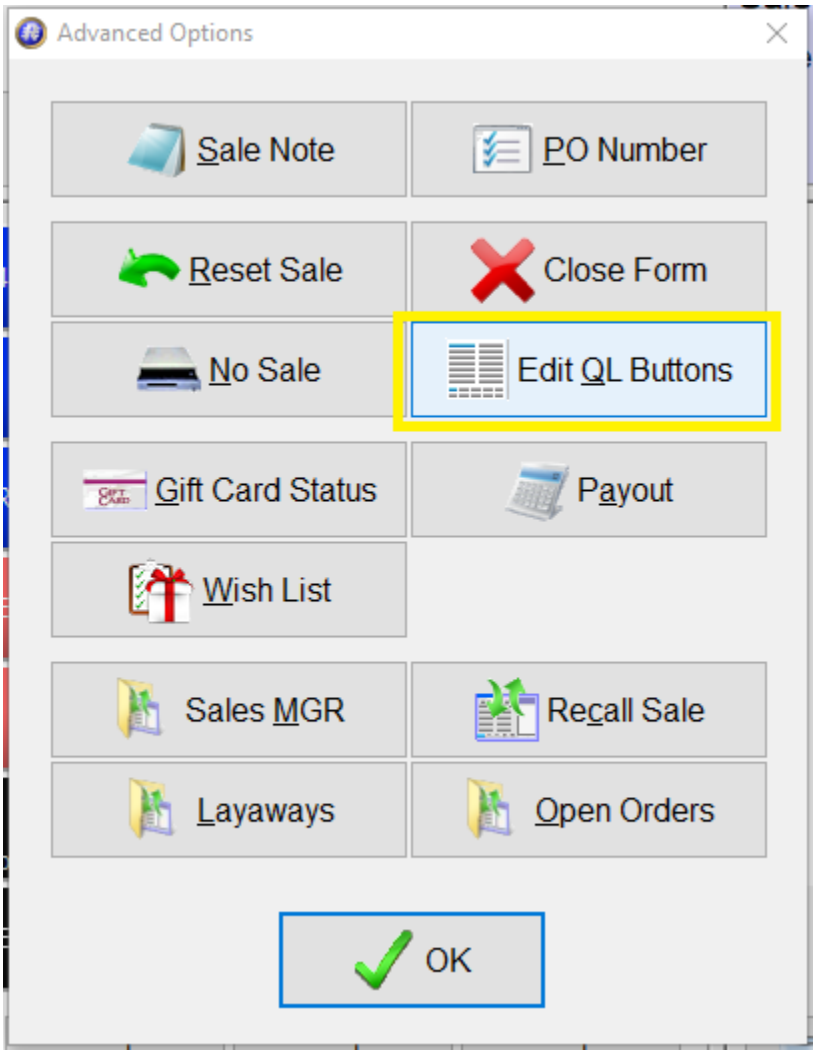
This week in technical support, Anthony and his team have taken calls from customers who want help on how to set up their Quick List. **Quick Lists are the basis for the touchscreen, but can speed up the sales process whether you're using a touchscreen or not.** Below you will find a step by step guide with images on how to name pages, edit, and add Quick List items on your touchscreen in RetailEdge.

A) Naming your Quick List Pages:

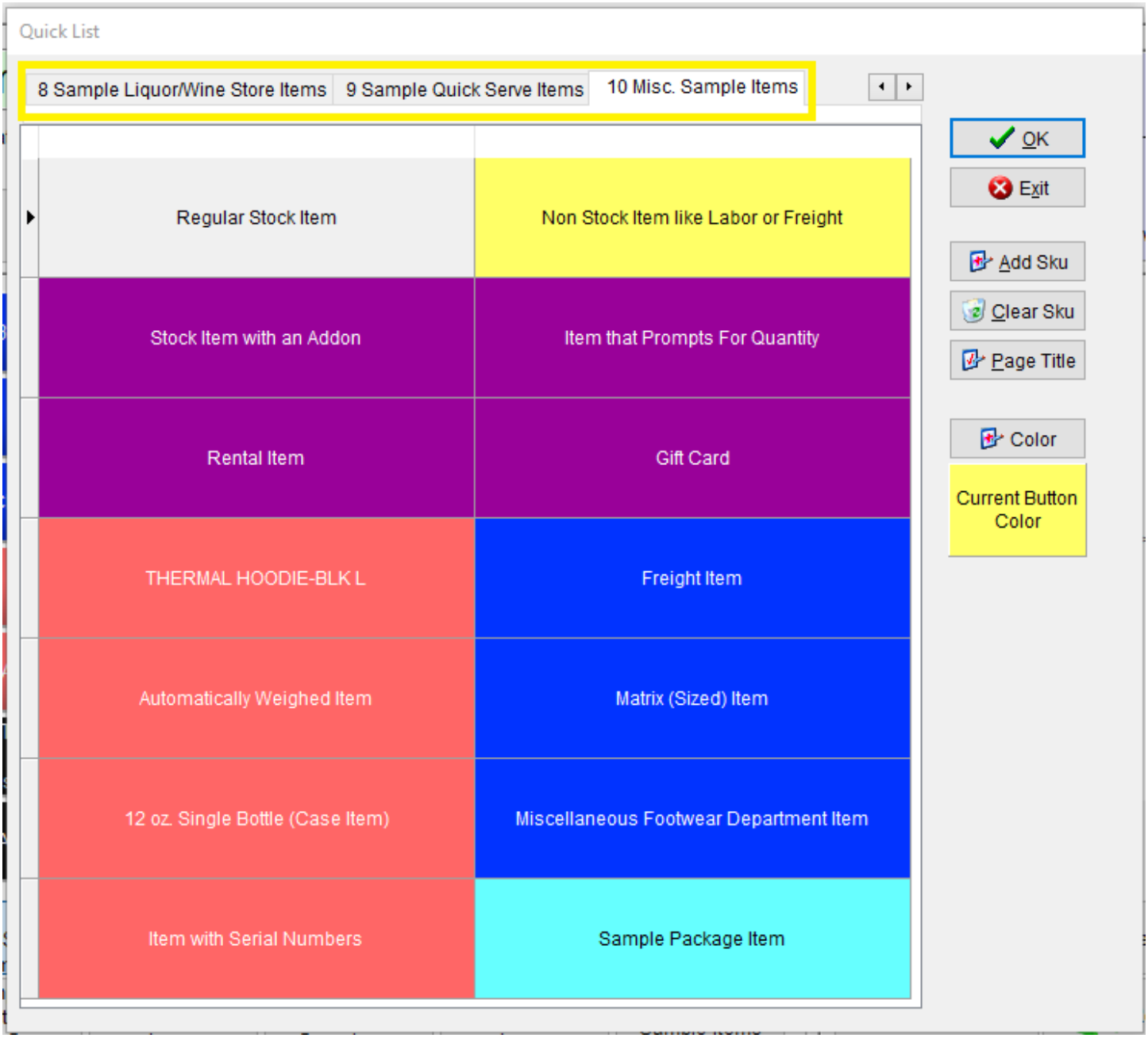
1)Select **Advanced**



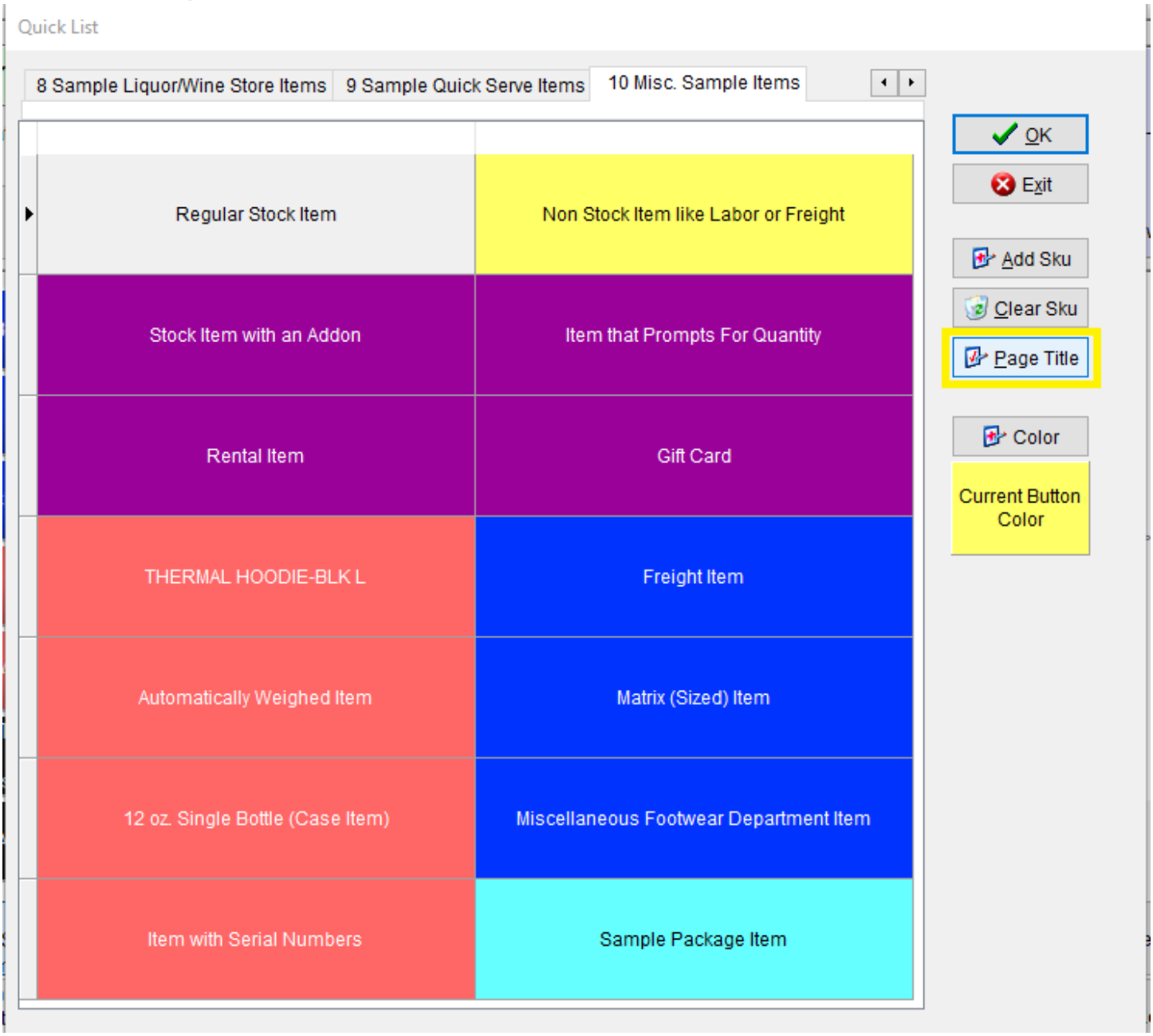
2) Select **Edit QL Button**



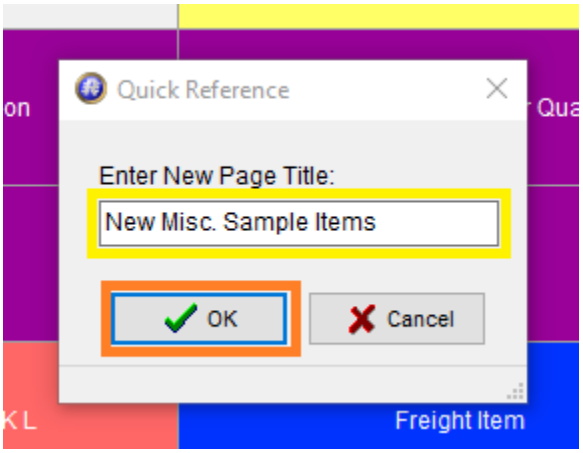
3) Select the Page you would like to edit from the top.



4) Select the **Page Title** Button.



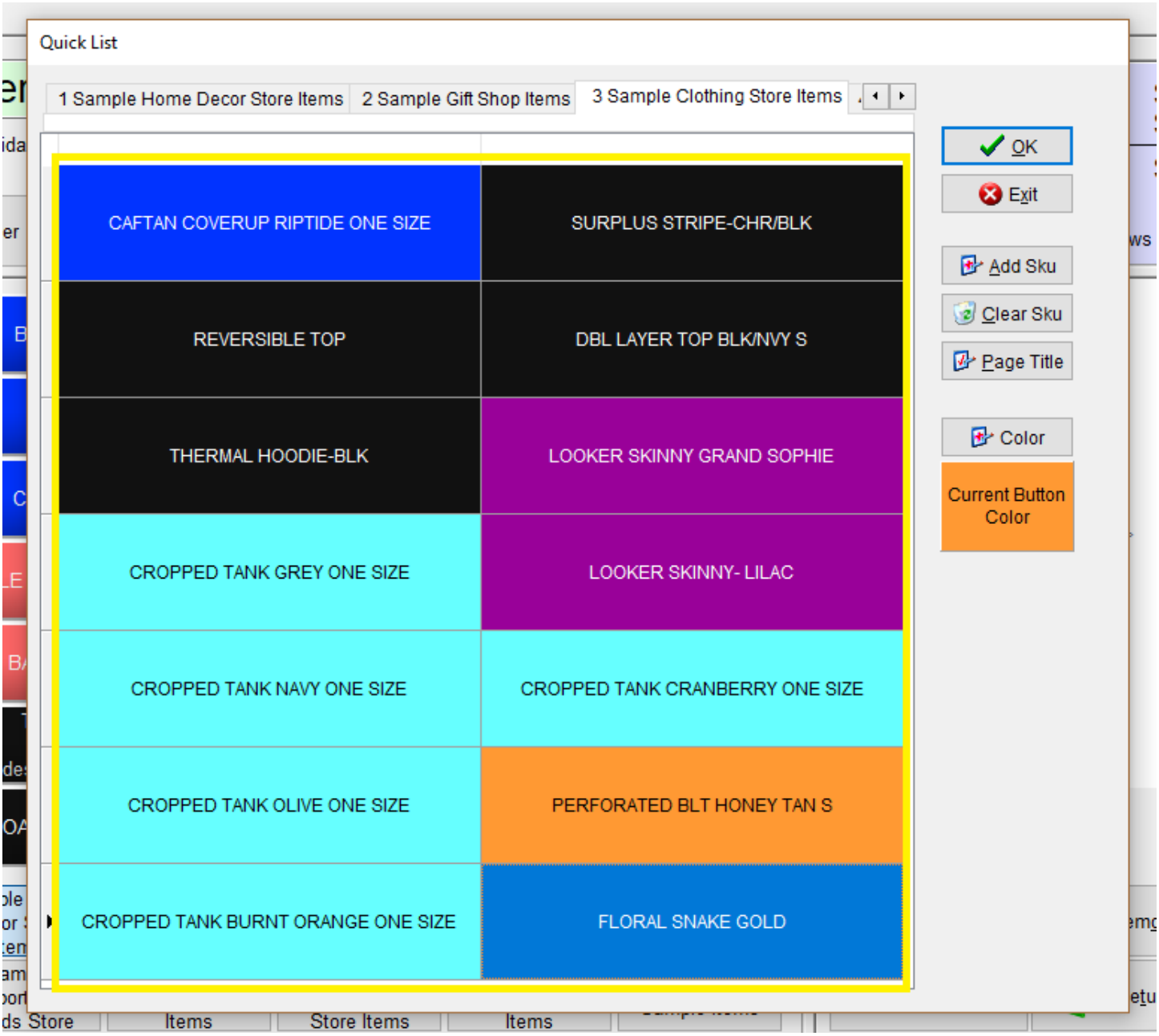
5) On the Quick Reference Screen enter you desired Page Title. Select **OK**.



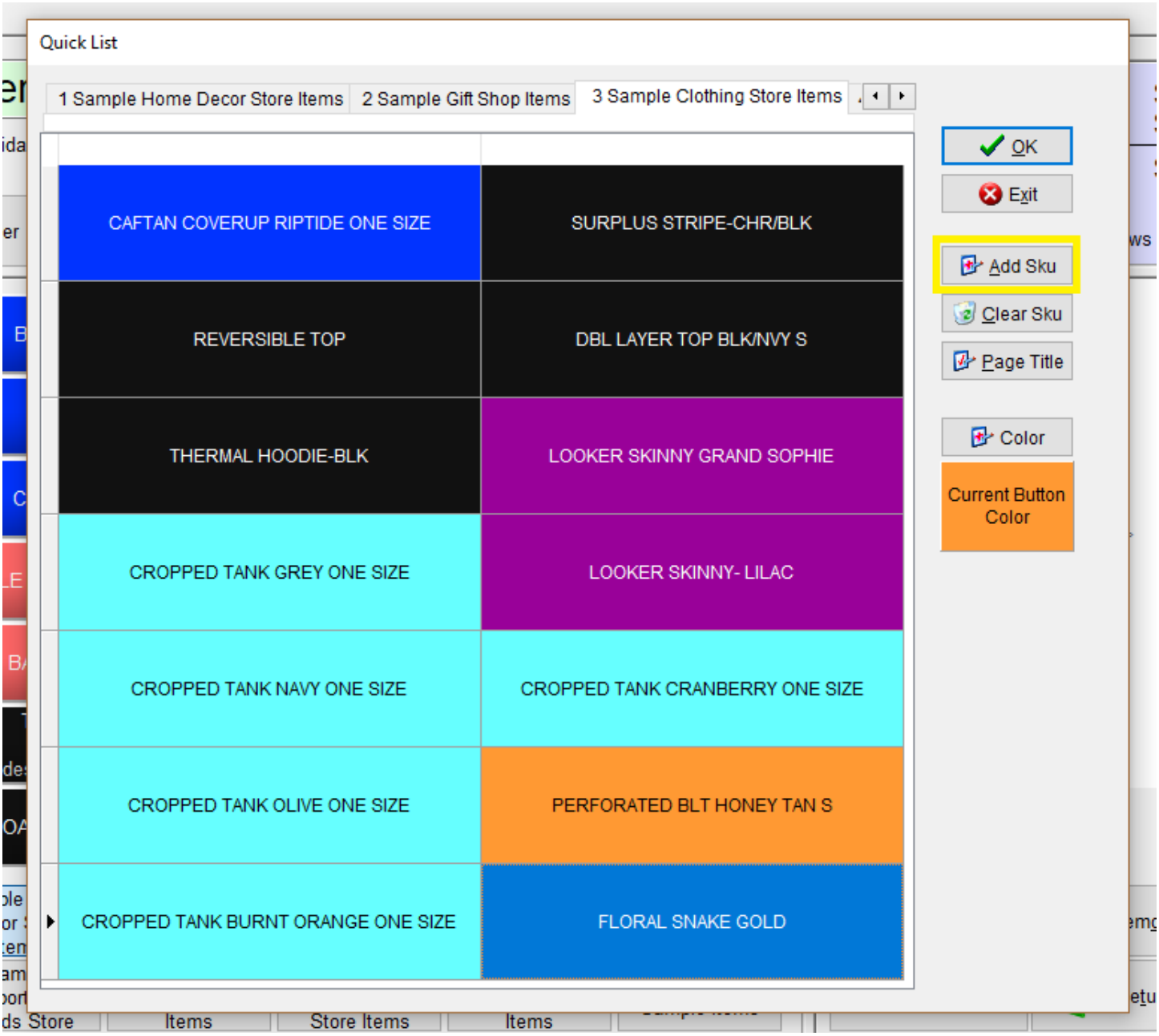
6) Rinse and Repeat this process for each of the pages you would like to utilize.

B) Creating Quick List Items

1) Select the Button you would like to assign from the Quick List Window

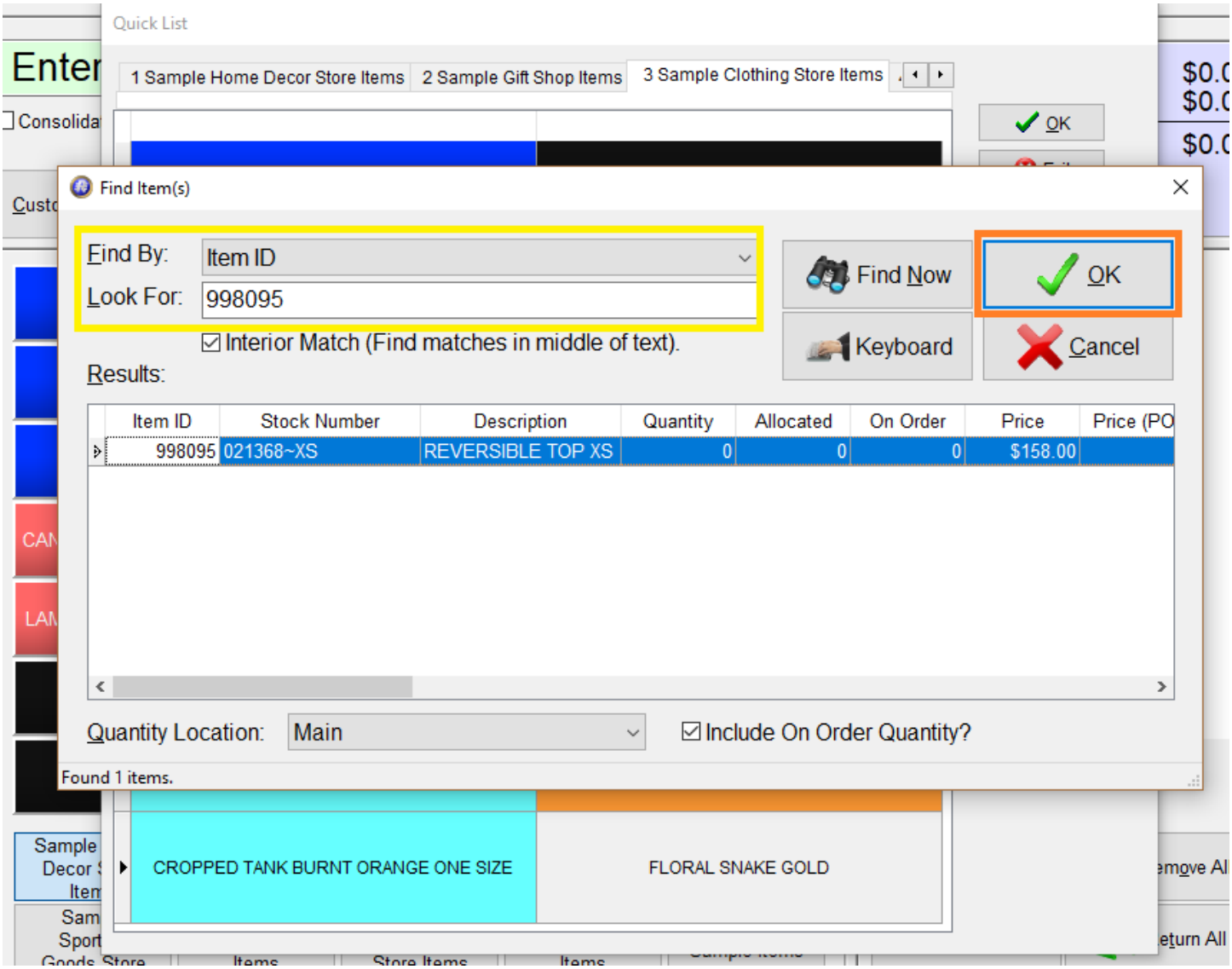


2) Select the **Add Sku** Button.

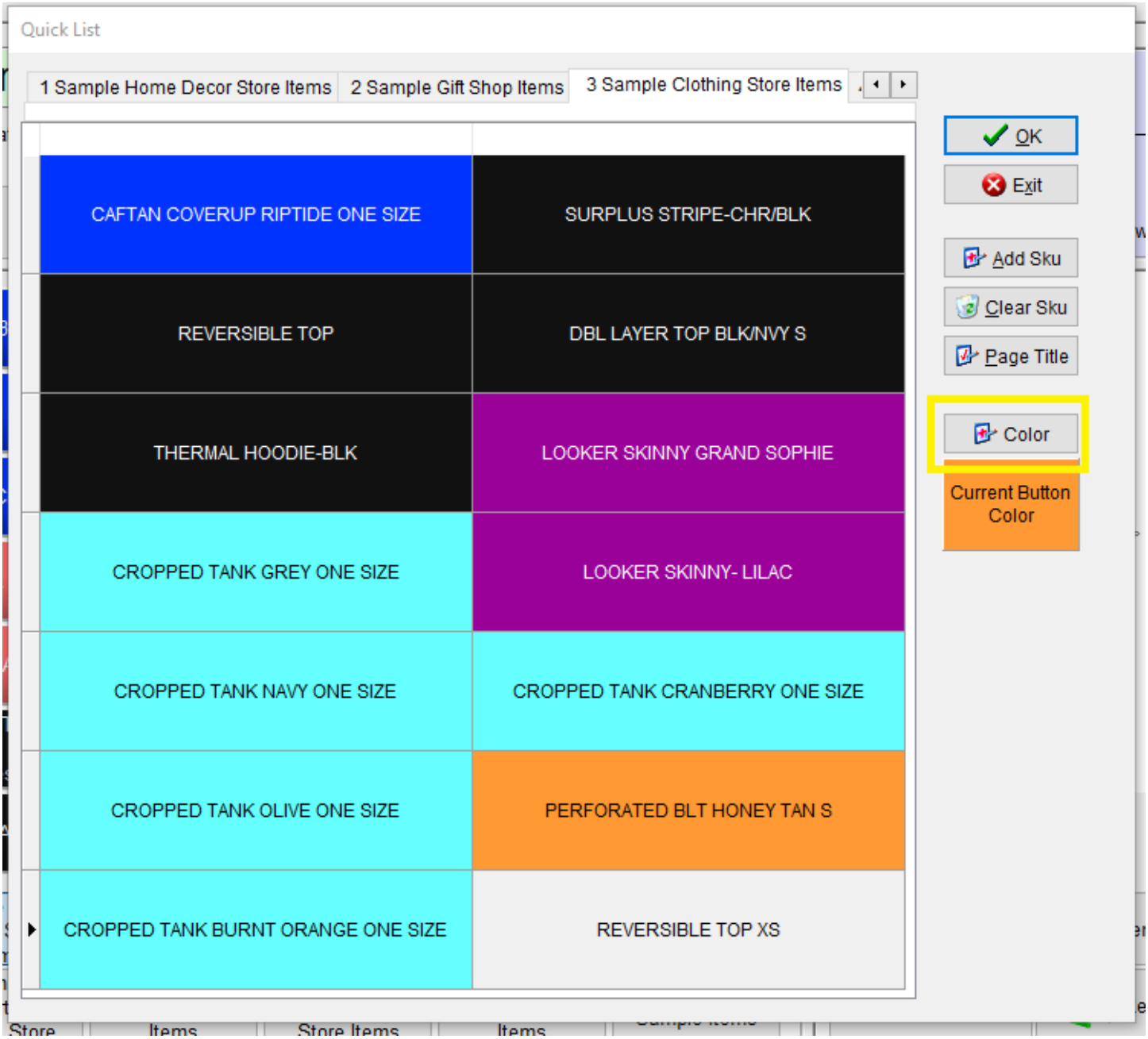


3) In the Find Item(s) Window, find the Item that you would like to assign the Quick List Button to.

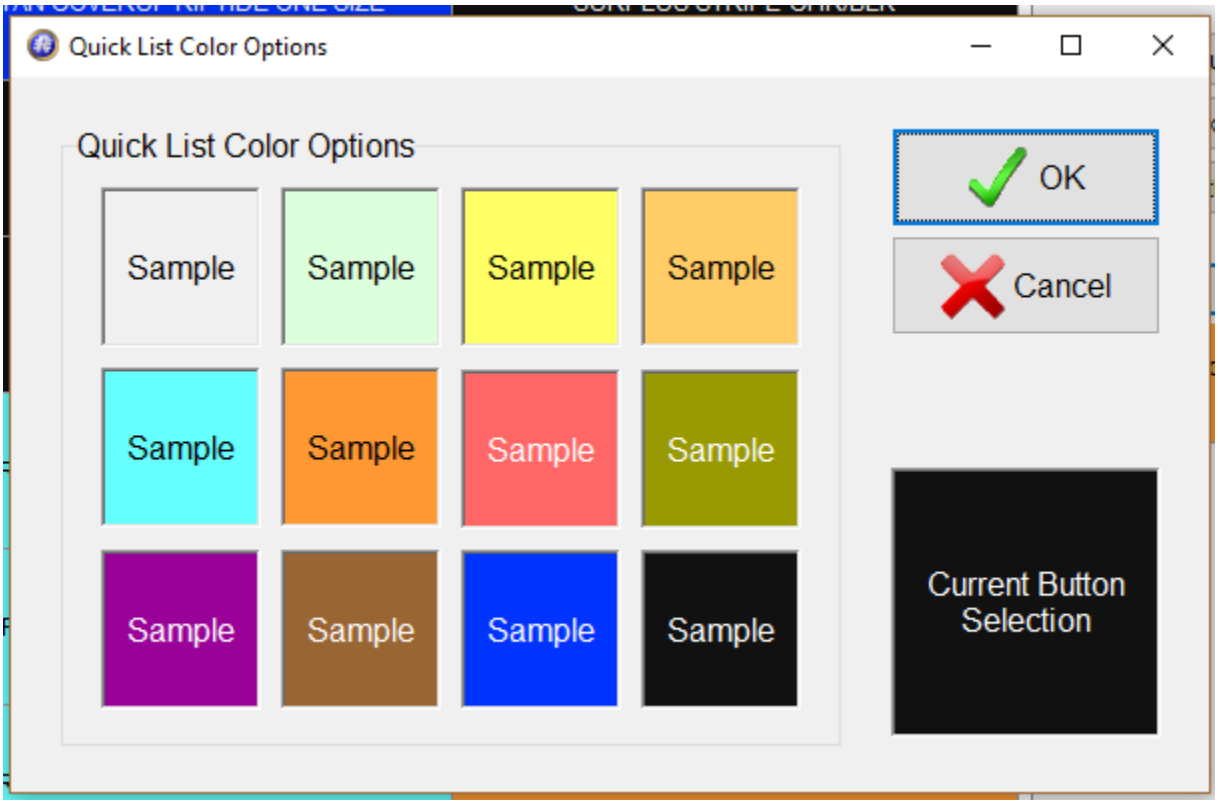
Select **Ok**.



4) To change the Quick List Buttons color, select the **Color** button.



5) Select the Color you would like from the Quick List Color options windows. Select **OK.**



6) Rinse and repeat this process for each Quick List button you would like to create.

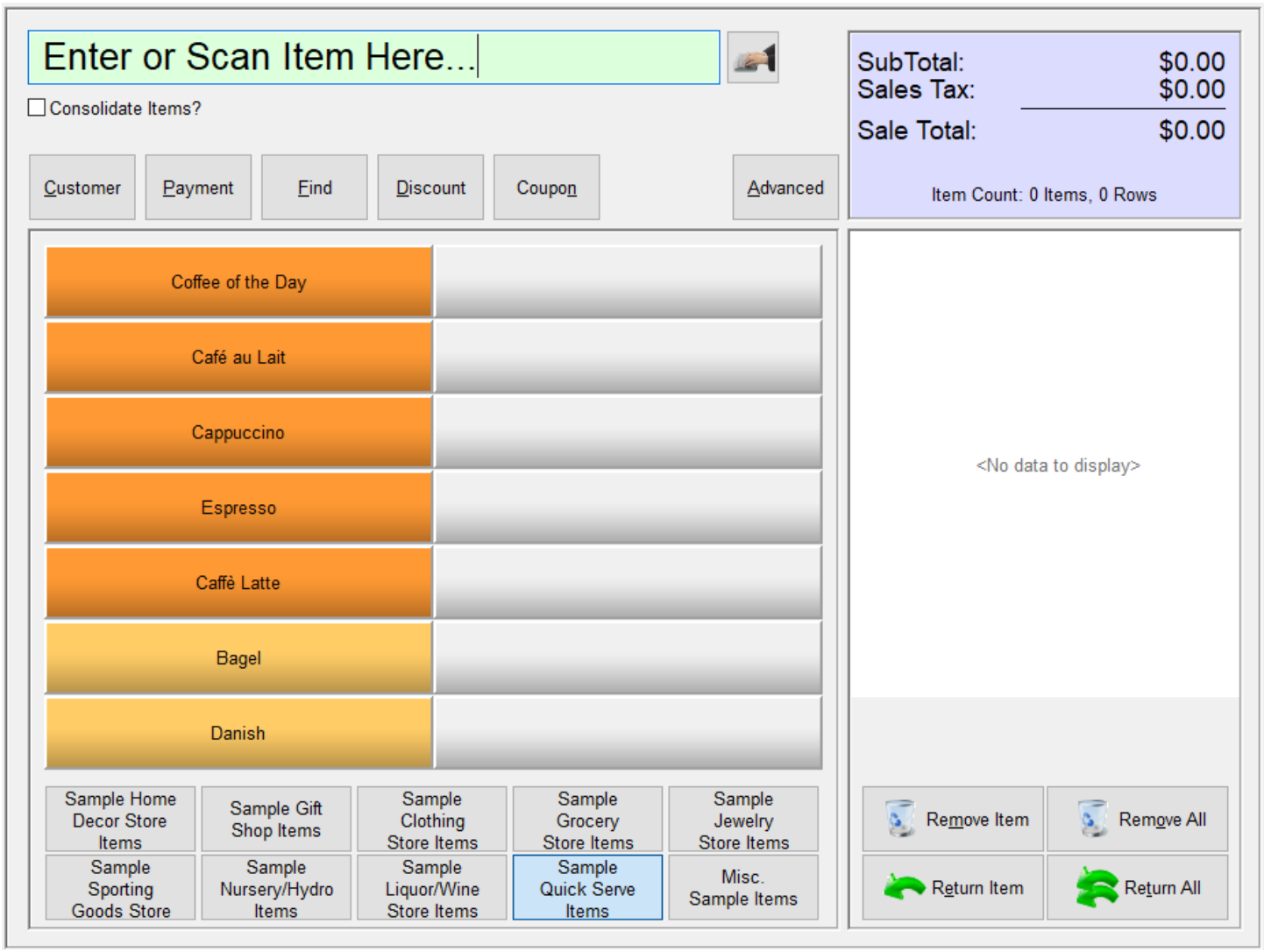
Frequently Asked Questions

Q. I have set up Quick List buttons in the past, but I would like to clear some out. How do I do that?

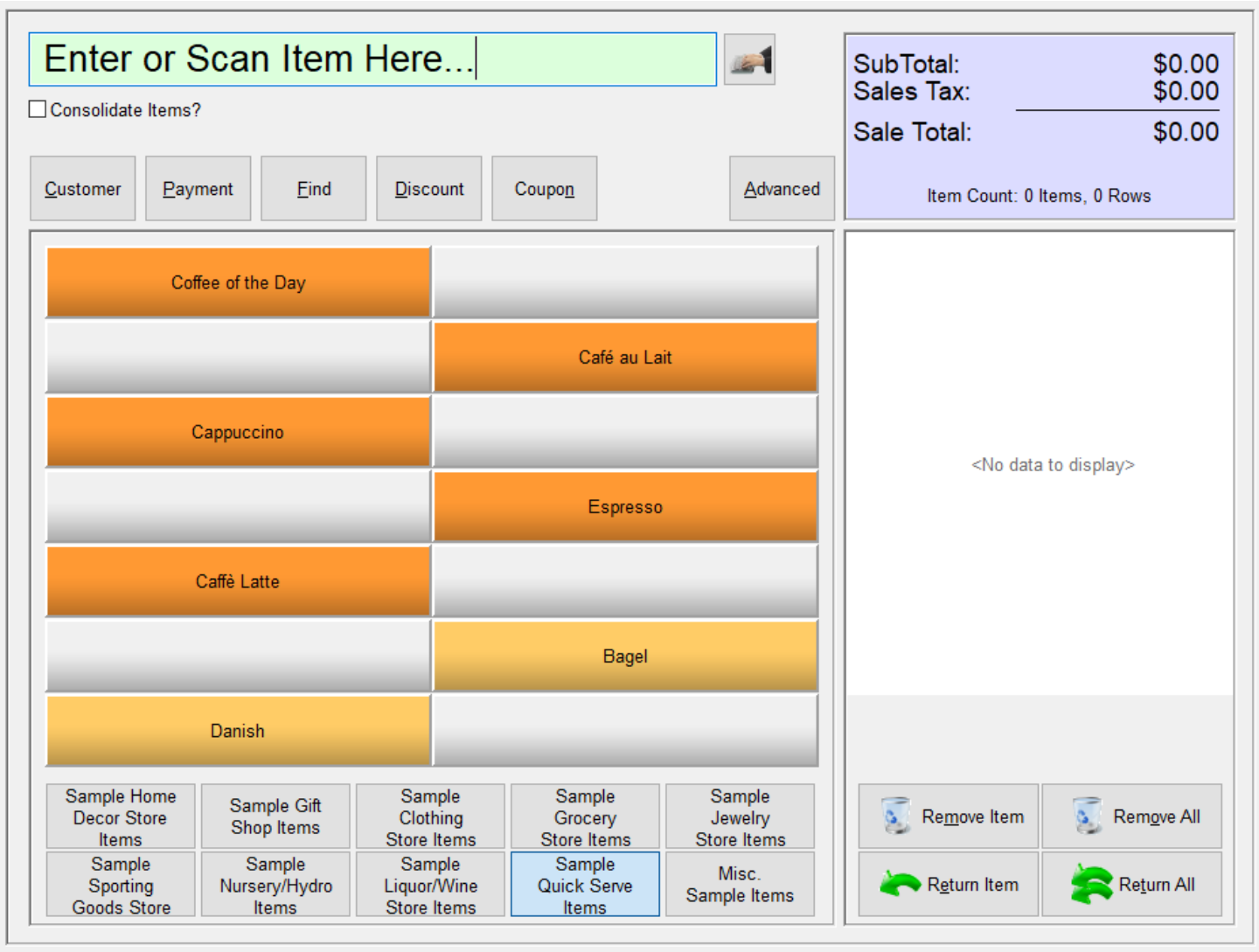
A. From the Quick list screen Select the Button you would like to clear and then select the **Clear Sku** button on the right hand side.

Q. I don’t have many items that I want to add, and I don’t like the items bunched up. Any tips on organizing the Quick list?

A. Using the colors, Clear Sku and Add Sku you can go from this:



to this:



Have any questions about setting up Quick Lists? Do you have any tips to share on how you set up yours? Let us know in the comments: We never sell or share your email with 3rd parties and always reply to you!