Using Hotkeys and Keyboard Shortcuts in RetailEdge

POS Operations · https://retailedge.com/docs/utilizing-hotkeys-and-keyboard-shortcuts-in-retailedge

Utilizing hotkeys and keyboard shortcuts can significantly enhance efficiency at the POS. These shortcuts streamline repetitive tasks, reduce the time spent on each transaction, and minimize errors. By quickly accessing frequently used functions with a single keystroke, cashiers can process sales faster and keep the lines moving smoothly.

Today, we would like to share with you some of my favorite keyboard shortcuts and their uses that may work for you.

Favorite RetailEdge Keyboard Shortcuts

+/= key – On the Payment screen, this will put the exact amount due for the sale.

F9/ Page up and **F8/ Page down** – Will cycle right to the next window in the sales screen. This just helps you got from Customer to Items to Payment screens and vice versa. I found this is really useful if you are using the Touch based sales screen on a non-touch system.

Ctrl + N – Will toggle values between negative and positive (Return/Exchange.) This and the next shortcut are two of my favorites for you traditional sales screen users. Use this when copying a sale from the Sales Manager to do a return. Note: This only works in the traditional sales screen

Ctrl + Alt + N – Will toggle item quantities on a sale between positive and negative (for returns.) Note: This only works in the traditional sales screen

Ctrl + Alt + L – This will add a Labor Rate to the sale. This one is super useful if you charge a labor rate or are looking to do negative discounting (charging more by a percentage on a sale). Note: This only works in the traditional sales screen.

Ctrl + Alt + P – This will give you the estimated Gross Profit on a sale. This can be really useful for manually discounting a sale to make sure you are not selling below cost or for those of you that are

curious.

F4/ctrl + F – On the items field pressing with of these will open the find item window.

Ctrl + T – Toggle tax

Ctrl + Alt + L – This will add a Labor Rate to the sale. Note: this only works in the traditional sales screen.

Ctrl + Alt + D – This will change the date on a sale Note: the sale will still be in the current sales session. (the Close).

Ctrl + Alt + P – This will give you the estimated Gross Profit on a sale.

Ctrl + Alt + R – This will reprint the last receipt.

Ctrl + Alt + O – This will reset the Sales prices to use a PO's price.

Ctrl + Alt + G – Will open the issue gift card manually screen Note: this DOES NOT SELL the giftcard on the sale but allows for the creation of a "goodwill" gift card. This also works outside of the sales screen.

Ctrl + Alt + X – Will allow you to change the Department of the item on the sales screen.

Ctrl + 1 through 5 will change a line item to use price levels 1 through 5. Note: This only works in the traditional sales screen.