

## **Proshop Tee Times - How To Update Hotkeys on the Sales Screen**

Before you can assign an item to a hot key, the item must be in the item list. You can learn how to add an item by reading the HOW TO ADD/EDIT AN ITEMS.

Go to the sales screen you want to update by clicking on ADD SALE.

Select the menu you want to update (Weekday, Weekend, Off Season, Food 1, or Food 2).

Click on the UPDATE HOTKEYS button in the top right of the screen. The background color turns yellow to let you know you are in update mode.

Click on the HOTKEY you want to update, then the list of items will appear.

Select the item from the list.

Click on SAVE HOTKEYS. The background color will return to normal.

Other POS stations will need to logout and log back in to see your changes.

### **To clear a hot key:**

Go to the sales screen and click on UPDATE HOTKEYS.

Click on the HOTKEY you want to clear, then the list of items will appear.

Click on the REMOVE ITEM FROM MENU button at the bottom of the screen.

CLICK on SAVE HOTKEYS.