



## How To – How to Split Hotkeys

Our default sales screen has 49 hotkeys in a 7x7 grid. If you want more, you can “Split” a hotkey and have 2 smaller keys.

### **To split a Hotkey:**

1. Start a Sale as normal
2. Go to the screen where you want to split a hotkey
3. Click on the UPDATE HOTKEYS button on the top right
4. Right-click on the hotkey you want to split (you will see a popup menu)
5. Click on “Split Hotkey” (the hotkey will half the height and another key will appear under it).
6. Click on the bottom key to assign an item.
7. Click on SAVE KEYS in the top right of the screen.

### **To remove the split hotkey:**

1. Start a Sale as normal
2. Go to the screen where you want to quit splitting the key
3. Click on the UPDATE HOTKEYS button on the top right
4. Right click on the top split hotkey (you will see a popup menu)
5. Click on the REMOVE HOTKEY SPLIT option.
6. Click on SAVE KEYS