

Updating Products and Users

This article provides instructions on how to Update Products and Users in the Point Of Sale module, an explanation of when this action needs to be taken, and a description of the preferences that control this function.

Any time there has been a change to any products or user accounts, adding a new product or employee for example, you need to "Update Products and Users". Updating Products and Users will allow new information to be displayed on the POS Station.

This function must be completed on each POS Station as well as any office computers where you use the Point of Sale module.

(Note: *To access the Point of Sale module on an office computer click the "Point of Sale Terminal" link.*)

There are 2 options available from the "Administration" link of the BakeSmart application that can automate the update function.

From the BakeSmart Home screen select "Administration" then "Point of Sale".

Following the "Point of Sale" link brings us to the "Preferences - Point of Sale" screen. On the "General" tab we have to ability to choose 2 options that will automate "Updating Products and Users".

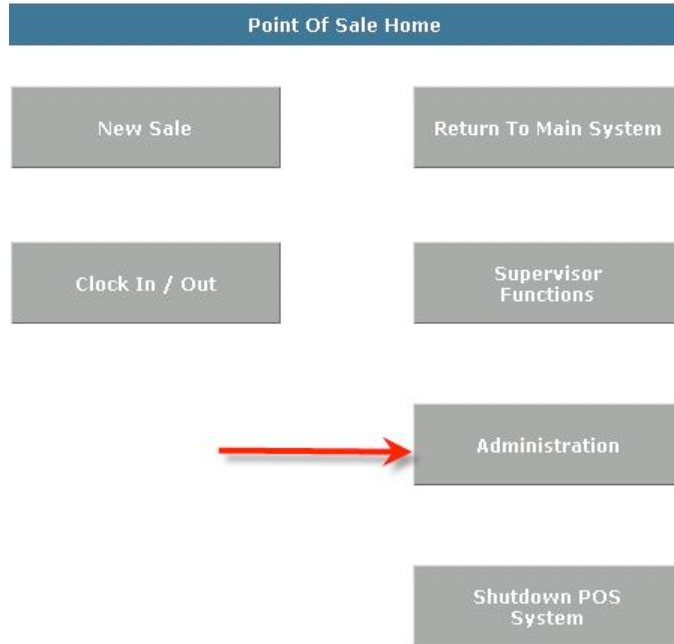


Always Update Products on Opening POS?: This option will update Products and Users each time the POS module is started.

Update Products Only Once Daily?: This option will update Products and Users when the first action for the day is started.

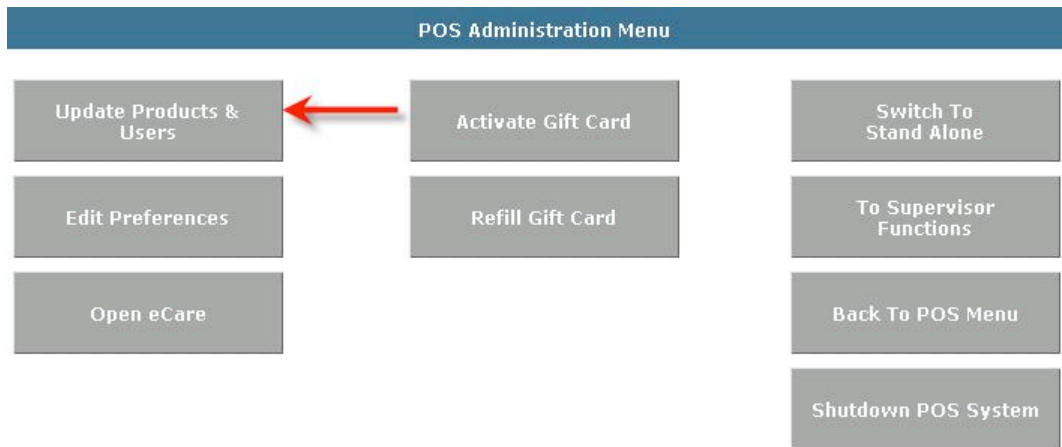
If neither of these options are selected we will need to update the POS Stations manually.

From the Point of Sale Home screen touch the "Administration" button.



On the next screen enter the Administrator password and touch the "Continue" button.

In the POS Administration Menu touch the "Update Products and Users" button.



Allow the update to complete. You will know the update has completed when the "hourglass" icon disappears.

When the update has completed touch the "Back to POS Menu" button to return to the Point of Sale Home screen.