Instructions for Quick Keys in VEND

This document is intended to assist the each county office manage their sell screen quick keys in VEND.

**Overview/key pieces of information:**

* Quick keys are considered frequently sold products specific to each register.
* Task can be performed on the iPad and desktop computer.
* VEND managers can add/remove quick keys as often as necessary- cashier’s do not have this capability.
* Recommended to be reviewed periodically to ensure sell screen is accurate and reflects frequently sold products.

**Contact** **msue.vend@msu.edu** **with any questions related to this topic.**

**How to set up Quick Keys on the iPad?**

1. Tap the three horizontal lines in the top left-hand corner
2. Tap Settings
3. Tap Quick Keys
4. Find the current Quick Keys layout your register is using (square should be highlighted in BLUE)
5. Tap Edit
6. Tap Edit Quick Keys

**TO ADD QUICK KEYS on the iPad**

1. Tap Search Products in the top left corner
2. Type in the name of the product you want to add - the product will appear on the list under the search bar
3. Tap on the product.
4. Once you tap the product, it will move to the next open spot in the sell scrren.
5. Repeat steps 8-10 until you have added all of the Quick Keys you need

\*\*You can arrange the location of the quick key display by dragging to an open slot.

**TO REMOVE QUICK KEYS on the iPad**

1. Tap the three horizontal lines in the top left-hand corner
2. Tap Settings
3. Tap Quick Keys
4. Find the current Quick Keys layout your register is using (square should be highlighted in BLUE)
5. Tap Edit
6. Tap Edit Quick Keys
7. Find the product you wish to remove- hold down and drag to the left. (Screen says Drag here to delete)

**HOW TO ORGANIZE QUICK KEYS INTO FOLDERS on the iPad**

Folders in Quick keys are multiple products under one file folder. A way of grouping like items together for a cleaner more organized sell screen.

1. Tap the three horizontal lines in the top left-hand corner
2. Tap Settings
3. Tap Quick Keys
4. Find the current Quick Keys layout your register is using (square should be highlighted in BLUE)
5. Tap Edit, then Tap Edit Quick Keys
6. If there are two products (or more) on the sell screen to be combined into a folder, select a product, hold and drag over the next product to combine in a folder. It will combine and now show “new folder”.
	1. Continue to add products from the sell screen into that folder, or open folder to search and add more products.
7. To edit the “new folder” tap the “new folder” and the screen will change.
8. Click the pencil icon to rename the folder or change color.
9. Close out and return to the home screen to make a sale.

**TO DELETE A QUICK KEY FOLDER on the iPad**

1. Click on the folder to open.
2. Click the pencil icon
3. Hold the folder you wish to remove- hold down and drag to the left. (Screen says Drag here to delete)

\*Be careful, there is no undo function once you click Delete\*

**How to set up Quick Keys on the Desktop Computer**

1. Click the Green Sell icon from the home screen
2. Click Settings
3. Find the current Quick Keys layout under the Quick Keys heading (there will be a grey box that states “current layout”
4. Click the pencil icon to Edit

**TO ADD QUICK KEYS on the Desktop Computer**

1. In the Search for Products field, type in the name of the product you want to add - the product will appear on the list under the search bar
2. Click on the product to add it to the next open spot on the sell screen.
3. Repeat these steps until you have added all of the Quick Keys you need

\*\*You can arrange the location of the quick key display by clicking the product and dragging to an open slot.

**TO REMOVE QUICK KEYS on the Desktop Computer**

1. Click on the quick key to open
2. Click on the red “Delete Quick Key”

\*Be careful, there is no undo function once you select Delete\*

**HOW TO ORGANIZE QUICK KEYS INTO FOLDERS on the Desktop Computer**

Folders in Quick keys are multiple products under one file folder. A way of grouping like items together for a cleaner more organized sell screen.

1. If there are two products (or more) on the sell screen to be combined into a folder, select each product, one at a time, hold and drag over the next product to combine in a folder. It will combine and now show “new folder”.

Continue to add products from the sell screen into that folder, or open folder to search and add more products without having to drag/drop.

1. To edit the “new folder” tap the “new folder” and the screen will change.
2. Click the pencil icon to rename the folder or change color.
3. Close out and return to the home screen to make a sale.

**TO DELETE A QUICK KEY FOLDER on the Desktop Computer**

1. Click on the folder to open.
2. Click the pencil icon
3. Click “Delete Folder”

\*Be careful, there is no undo function once you click Delete\*