



## InTouch Manager – Button Editor

Question: How do I add an item to the point-of-sale (touch) screen?



In InTouch, there are six\* different functions that a button can perform:

1. **Sell Item** – attaches an item to the button so it can be used for sales/purchases
2. **Go To Layer** – clicking on this button will take the user to another screen/layer
3. **Receive Form** – used to receive any forms associated with the Athletic module
4. **Add to Roster** – used to add a student to a sports team
5. **Lockers** – used to access locker assignment screen (if enabled)
6. **EOP Transfer** – transfers a terminal's unreconciled receipts to another terminal

\*A button cannot be set to perform more than one function at a time.



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### Step I - InTouch Manager

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1. Login to InTouch Manager
2. Select **FUNCTIONS**
3. Select **BUTTON EDITOR**
4. Select *Terminal #* (generally 1)
5. Select *Layer #* (generally 1, unless it is a new or different layer)
6. To add a new button:
  - a. click the **Add New** button – a blue button will appear in the top left corner of the screen
  - b. In the *Function* field, select “1 – Sell Item” from the drop down list
  - c. Use the drop down list in the *Item* field to search for and select the item to be attached to this new button
  - d. In the *Label* field, enter an appropriate description for your button
  - e. If you wish to change the font color, click on the “...” button to view your color options, select a color, then click “ok”
  - f. Now select a different font (if desired)
  - g. Select an appropriate font size
  - h. To change the color of your button
    - i. click on the BROWSE button located to the right of the initial blue square
    - ii. select a background color, style, and click “open”
  - i. When customization is complete, hit **SAVE\***. The screen will refresh to reflect any changes made to a button.
7. To modify an existing button:
  - a. Click on the button you wish to make changes to and edit the various options
  - b. Click the **SAVE\*** button when finished

### Step II – Moving Button into Position

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1. Click on the button that you wish to move
2. Click and drag it to a different place on the screen
3. Hit **SAVE\*** when done

**\*IMPORTANT:** Make it a habit to click the **SAVE** button every time you edit or move a button. The changes you make to a button will not be reflected if you do not save.



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### Other Button Functions

The above process should be used to create a button for SALES. The following is information on how to create buttons for the remaining three functions:

#### To create a button to move to another layer

1. Follow Step I above through step 6
2. Select under Function: “Go To Layer”
3. In Layer field, select a layer number
4. Title your button, move it into place, and save the button as noted above



Example: *Student Clubs* is located on Layer 1 – the main “quick” screen. This button is set to switch to another screen/layer containing additional buttons set up to collect money for relevant clubs (see following image).



After clicking on the *Student Clubs* button, the Terminal screen switches to another screen/layer (layer 2).