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RECTRAC 3.1 CREATING A TOUCH BUTTON TOUCH POS

Table of Contents:

- Section 1: [Creating a Touch Button For Touch POS](#)
- Section 2: [Touch Screen Management](#)
- Section 3: [Layers](#)
- Section 4: [Updating a Layer](#)
- Section 5: [New Button \(1\)](#)
- Section 6: [Quantity](#)
- Section 7: [New Button \(2\)](#)
- Section 8: [Stylize](#)
- Section 9: [Publish Changes](#)

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RecTrac 3.1 Creating a Touch Button Touch POS



Creating a Touch Button For Touch POS

To be able to sell an item through Touch POS, you need to create a touch button. This guide will go through the basics of creating a touch button in Touch POS.

The screenshot shows the 'Touch Screen Management Update' interface. On the left is a 'Touch Controls' list with various items and their counts, including 'SE0106-FOOD' which is checked. On the right is a grid of touch buttons for a menu, such as 'SPECIALS', 'Bogey', 'Bacall', 'Love Affair (1932)', 'Great O'Malley (1932)', 'Old Stand By', 'French Dip', 'Oklahoma Kid (1939)', 'Philly Steak', 'Maltese Falcon', 'Cuban', '1/2 Old Stand By', 'BBQ Pulled Pork Sandwich', 'Wilson Special', 'Obstruction', 'Partners', 'Water Hazard', 'Key Largo (1948)', 'Reuben', 'Hot Dog', 'Grilled Cheese', 'BLT', 'Chicken Salad Sandwich', 'Loose Impediments - Small', 'In the Rough', 'On the Apron', 'Chicken Caesar', 'Blackened "Salmon" Caesar', 'Steak Caesar Salad', 'Loose Impediments - Large', 'BLT Chicken Salad', 'Buffalo Chicken Salad', 'Asian Chicken Salad', 'Side Salad', 'Blackened Chicken Caesar', and 'Shrimp Basket'.

Before creating a button, you need to create an inventory item to sell.
Please see the Inventory Management document and create the inventory item before following this doc to create the touch button.

RecTrac 3.1 Creating a Touch Button Touch POS



Touch Screen Management

Step 1

- Click the 9 Dot Menu button in the top left of the RecTrac screen.

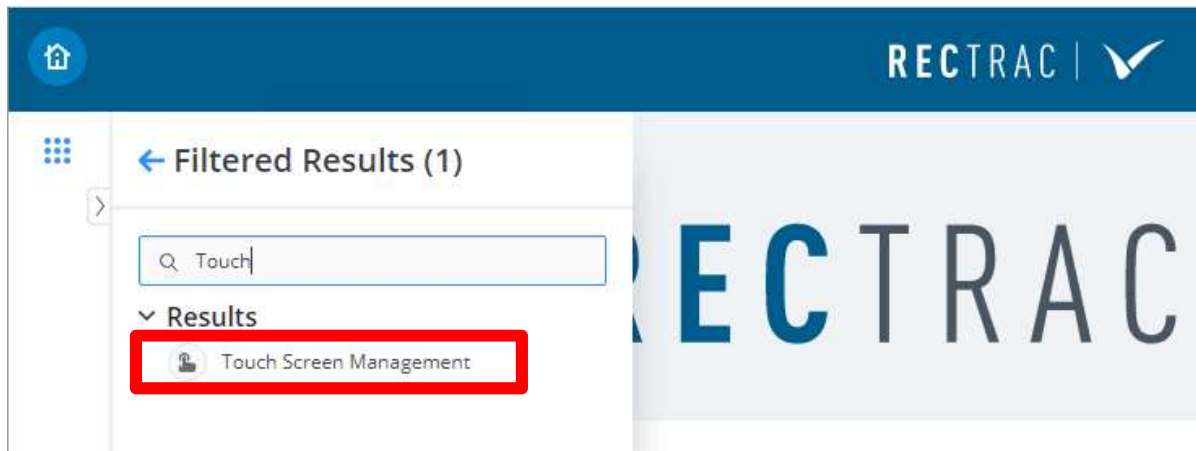


Step 2

- Search for Touch Screen Management in the Filter Menu.

Step 3

- Click Touch Screen Management in the Results.





Touch Screen Management cont.

- Step 4
 - Double-click on TouchScreenArea1.
 - Chances are you will have more than one option here. Which one you pick depends on what hardware you have.
 - The Screen should be 'TouchScreenArea1'.
 - Check with CNIC if there are any questions.

Touch Screen Management

Options Templates (1) Refresh

Screen	Design	Title	Tab
GlobalSalesArea1	VSI	Global Sales Area 1	GlobalSalesArea1_TabTouch
MobileTouchScreenArea1	VSI	Mobile Touch Screen Area 1	MobileTouchScreenArea1_Tab1
QuickRentalArea4	VSI	Quick Rental Area4	QuickRentalArea4_Tab1
SuperGridArea1	VSI	SuperGrid Area 1	SuperGridArea1_TouchTab
TeeSheetArea1	VSI	Tee Sheet Area 1	TeeSheetArea1_Touch
TouchScreenArea1	NAVY-NCR	Touch Screen Area 1	TouchScreenArea1_Tab1
TouchScreenArea1	VSI	Touch Screen Area 1	TouchScreenArea1_Tab1
TouchTreeGroupScreen	VSI	Touch Tree Group Screen	TouchTreeTab



Layers

NOTE: On the left hand side of this screen, there is a list of Layers. Layers are different screens that a user could utilize to process transactions. Each layer has a region and SAP site number prefix. You should only edit screens that have a prefix that match your business location.



Keypad Layers (Highlighted in Yellow)

The Navy will have 3 layers displayed at the same time.

- 1) The default keypad layer at the bottom is standard and should not be changed.
- 2) Each business location will have a second keypad layer ending in -MAIN. This is location specific and can have buttons added to it as needed.
- 3) The third layer is the sales item layer that will change per menu screen.



Keypad Layers

To preview what a screen will look like during a transaction, you can toggle on the toggle box in each layer that will show up when a cashier is processing transactions. In the screenshot above, SE0106-MAIN, FnB Dflt Keypad, and SE0106-ALCOHOL layers are toggled on.

RecTrac 3.1 Creating a Touch Button Touch POS



Updating a Layer

Step 5: Select the layer that needs the button added.

The screenshot shows the 'Touch Screen Management Update' interface. On the left, a sidebar titled 'Touch Controls' lists various layers. The layer 'SE0106-ALCOHOL' is selected and highlighted with a red box. Below the list are buttons for 'Refresh', 'Update Layer', 'Add Layer', 'Delete Layer', 'Clone Layer', and 'Done'. The main area displays a grid of buttons for various beverages, including Bud Lite - Draft, Miller Lite - Draft, Chardonnay, Cabernet, Bud - Can, Bud Lite - Can, Miller Lite - Can, Coors Lite - Can, Yuengling - Can, Mich Ultra - Can, Jim Beam, Jack Daniels Black, Jack Fire, Seagrams 7, Seagrams Gin, Bacardi Rum, Jose Cuervo, Absolut Vodka, Jameson, Georgies Vodka, Whiskey - Minis, Vodka - Minis, Crown Royal, Crown Apple, 1800 Tequila, Captain Morgan Rum, Rum - Minis, and Glenfiddich.

Step 6: Right Click in the white background and Select Add a Button.

The screenshot shows a context menu with the following options: 'Add a Button', 'Set Snap Grid', 'Select All Buttons', and 'Deselect All Buttons'. The 'Add a Button' option is highlighted with a red box.



New Button (1)

Touch Button Create - Base Style

Button Label/Function

Button Type
Purchase

Purchase Module?
POS Inventory

POS Inventory Code
SE7109-01-019-025

Show Layers When Clicked
(0) Selected

Override Price?

Search Option
None

'Modifier' Order Print Instructions
(0) Selected

Quantity
1

Hide Layers when Clicked (Blank = All)
(0) Selected

Override Price Code

Label
Jose Cuervo

- Step 7
 - In Touch Button Create – Base Style screen, you will need to update the above fields.
 - Use the Picklist button to browse to your available inventory.
 - The Label shows up on the button, it does not print on the receipt.

RecTrac 3.1 Creating a Touch Button Touch POS



Quantity

NOTE: There is a Quantity field available when creating a touch button. If you change this to 0, it will force the cashier to input the quantity during the transaction. This is useful for things that are often sold at a higher quantity than just one at a time.

A screenshot of the 'Touch Button Create - Base Style' form. The form has a dark blue header with the title 'Touch Button Create - Base Style'. Below the header is a section titled 'Button Label/Function'. The form contains several fields: 'Button Type' (dropdown menu with 'Purchase' selected), 'Purchase Module?' (dropdown menu with 'POS Inventory' selected), 'POS Inventory Code' (text input with 'SE7109-01-019-025' and a small square icon with an arrow), 'Quantity' (text input with '0', highlighted with a red rectangular border), 'Show Layers When Clicked' (dropdown menu with '(0) Selected' selected), and 'Hide Layers when Clicked (Blank = All)' (dropdown menu with '(0) Selected' selected).

EXAMPLE: You sell chicken wings by the wing, \$0.50 a wing. If you leave the quantity at 0, when utilizing that button, you will be asked for the quantity of wings sold before the item is added to the cart.

RecTrac 3.1 Creating a Touch Button Touch POS



New Button (2)

Step 7: Click the Save button at the bottom of the screen

The screenshot shows the 'Touch Button Create - Base Style' configuration interface. It includes fields for 'Button Type' (Purchase), 'Purchase Module?', 'POS Inventory', 'POS Inventory Code', 'Quantity', 'Show Layers When Clicked', 'Hide Layers when Clicked (Blank = All)', 'Override Price?', 'Override Price Code', 'Search Option', 'Label', and 'Modifier/Order Print Instructions'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangular box.



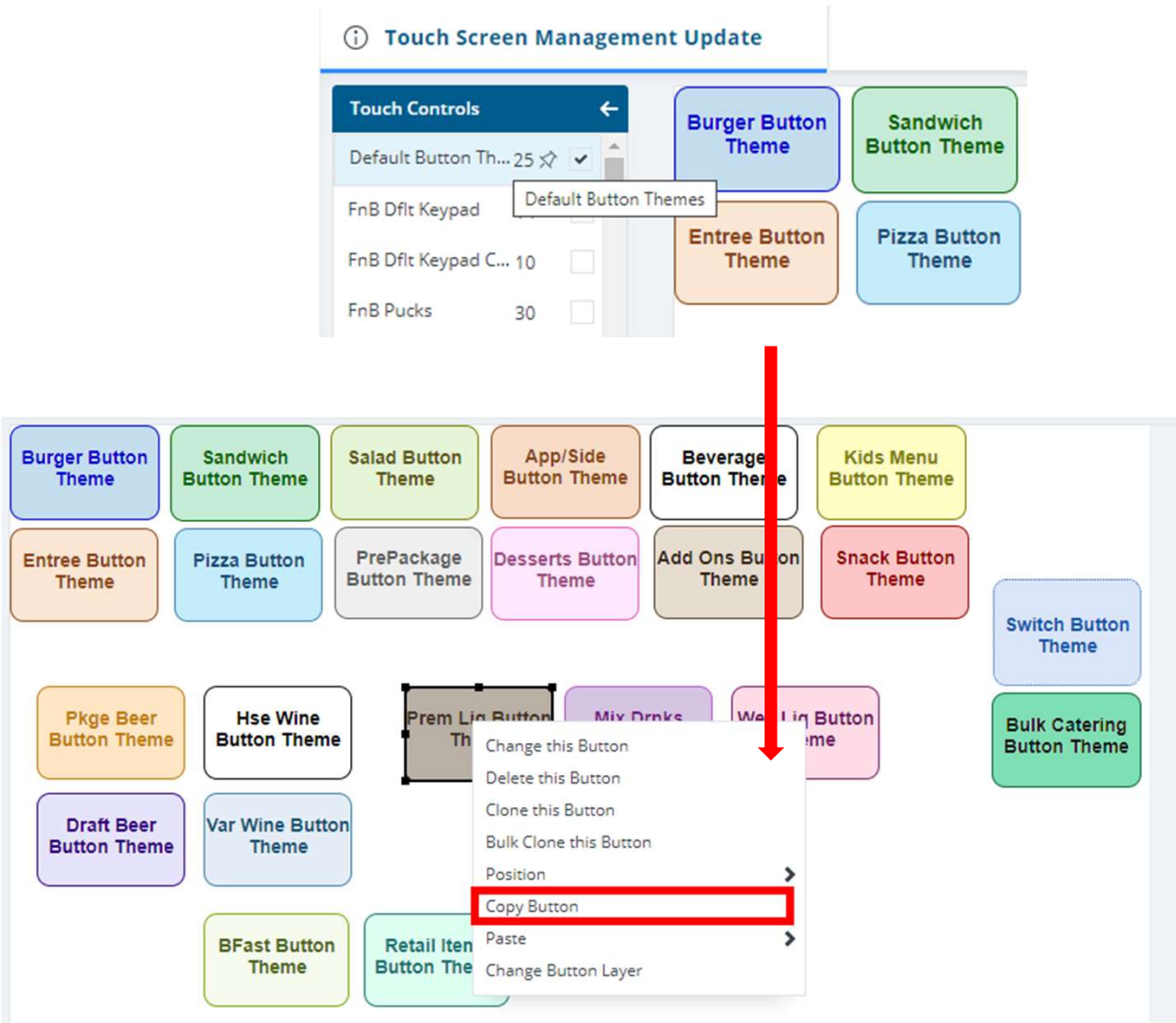
The new button will be in the top left corner of the screen. Notice there is no style applied yet. Occasionally the new button will be covered by existing buttons so you may need to check under other buttons.

RecTrac 3.1 Creating a Touch Button Touch POS



Stylize

Step 8: At the top of the Layer list on the left hand side, select the Default Button Themes layer.



Step 9: Find the button category that matches the category of item you just added. Let CNIC know if there isn't a suitable match.

Step 10: Left click once on that button to select it then right click on the button to bring up the options menu.

Step 11: Left click on Copy Button



Stylize cont.



- Step 12: Scroll back to the layer where the new buttons was added
- Step 13: Left click and then right click on your new button.
- Step 14: Go to Paste and left click on Paste Button Theme.



- Step 15
 - The new button will be Stylized just like the button that was copied.
 - You can move that button where it fits best. Be careful not to overlap a keypad button.

Note: You can also “copy” a button theme from an existing “like” button that is already on a layer. So if you are adding a new sandwich item, copy the theme from another sandwich item on the layer you are working on.

RecTrac 3.1 Creating a Touch Button Touch POS



Publishing New Buttons.

Step 16: Once you are done creating/editing buttons, click 'Done' in the bottom left. The following information prompt will display:

The screenshot shows a list of items on the left: 'FnB Dflit Keypad C...' (9), 'FnB Dflit Keypad ...' (14), and 'FnB Pucks' (30). Below this list are buttons for 'Refresh', 'Update Layer', 'Add Layer', 'Delete Layer', and 'Done' (highlighted with a red box). To the right, there are buttons for 'Reverse' and 'Credit Card'. An 'Information' dialog box is open on the right, containing the text: 'Touch Screen Update', 'Your touch screens have unpublished changes. Would you like to publish these changes now, or publish the changes at a later time?', and a note: 'Touch screen changes will not be visible to end users until published.' At the bottom of the dialog are two buttons: 'Publish Later' and 'Publish Now' (highlighted with a red box). A large red arrow points from the 'Done' button to the 'Publish Now' button.

Click 'Publish Now' to finalize any button changes you have made. The following message will display and a notification will let you know when the buttons are published.

The 'Success' dialog box contains the text: 'The Publish Touch Screen event has been sent to the server for processing. Check the notification center for completed events.' At the bottom right of the dialog is a 'Close' button.

Note: After touch screen changes have been published, users will need to close the Touch POS Processing tab they have open and relaunch Touch POS for the changes to display.