# 1: Editing and Adding Buttons to the Item Panel Menus

evoBackOffice

Each button on the POS links to individual barcodes, before an item can be added to the panel it must first be created at the back office and a POS stock update performed. The Item Panel is then edited from the evoBackOffice.

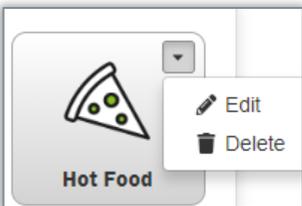*For more detailed guidelines and creating additional menus see the evoPOS User Manual.*

**From the evoBackOffice home screen select configuration-> POS item panel editor**

### Moving a button

Buttons in the same menu can be drag and dropped to move them around the screen.

Click on the button you wish to move. Drag and drop it to its new location.
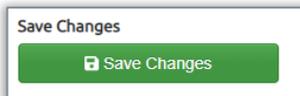
### Deleting a button

Click on the drop-down arrow at the top right of the button.
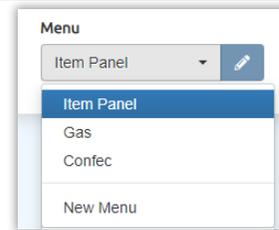
Select **Delete**

Always select **Save Changes** before navigating away from the menu to save all button changes.
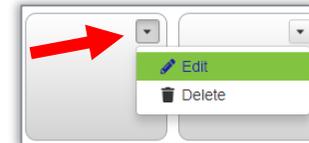
### Adding a new button

**1**

The Item Panel will be the first displayed.

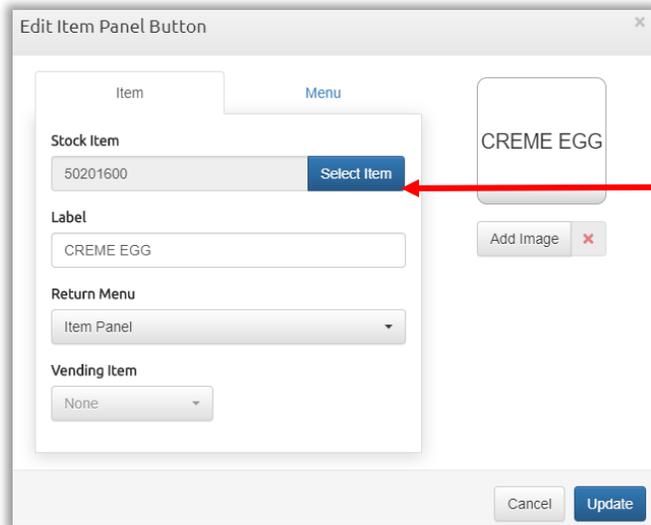Select from the drop-down list of menus the one the new button is to be added to.

**2**

Click on the drop-down arrow on the top right of a blank button in the menu required.
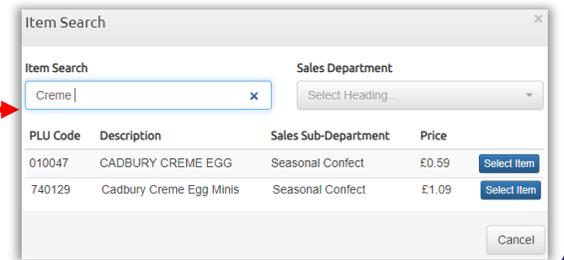
Select **Edit**

TLM technologies

# 1: Editing and Adding Buttons to the Item Panel continued

**From the evoBackOffice home screen select configuration-> POS item panel editor**

### Edit Item Panel Button

| Item | Menu |
|------|------|

**Stock Item**

50201600 | Select Item

CREME EGG

**Label**

CREME EGG

Add Image ✕

**Return Menu**

Item Panel ▾

**Vending Item**

None ▾

Cancel | Update

**\* Sites with fuel company loyalty schemes**
If an item to be allocated to the button maybe part of a loyalty promotion, always select the item by the barcode.

**3** Click **Select Item** to search for the stock item to be added to the button.

In the **Item Search** box, key in either part of description, barcode **\*** or PLU code to find the stock item.

Click **Select Item** as required.

### Item Search

| Item Search | | Sales Department | |
|-------------|--|------------------|--|
| Creme | ✕ | Select Heading... ▾ | |

| PLU Code | Description | Sales Sub-Department | Price | |
|----------|-------------|----------------------|-------|--|
| 010047 | CADBURY CREME EGG | Seasonal Confect | £0.59 | Select Item |
| 740129 | Cadbury Creme Egg Minis | Seasonal Confect | £1.09 | Select Item |

Cancel

👍 Images can be added to buttons if required, for full details of how to source and add images see the evoPOS User Guide.

**4** Once the item is selected, a preview of the button will be displayed.

**Label**: To change the wording on the button, type in an alternate.

**Return Menu:** If required, select where the screen will go back to, once the item is sold.

**5** Select **Update** to finish process

Update

Select **Save Changes** before navigating away from menu.

Save Changes
💾 Save Changes