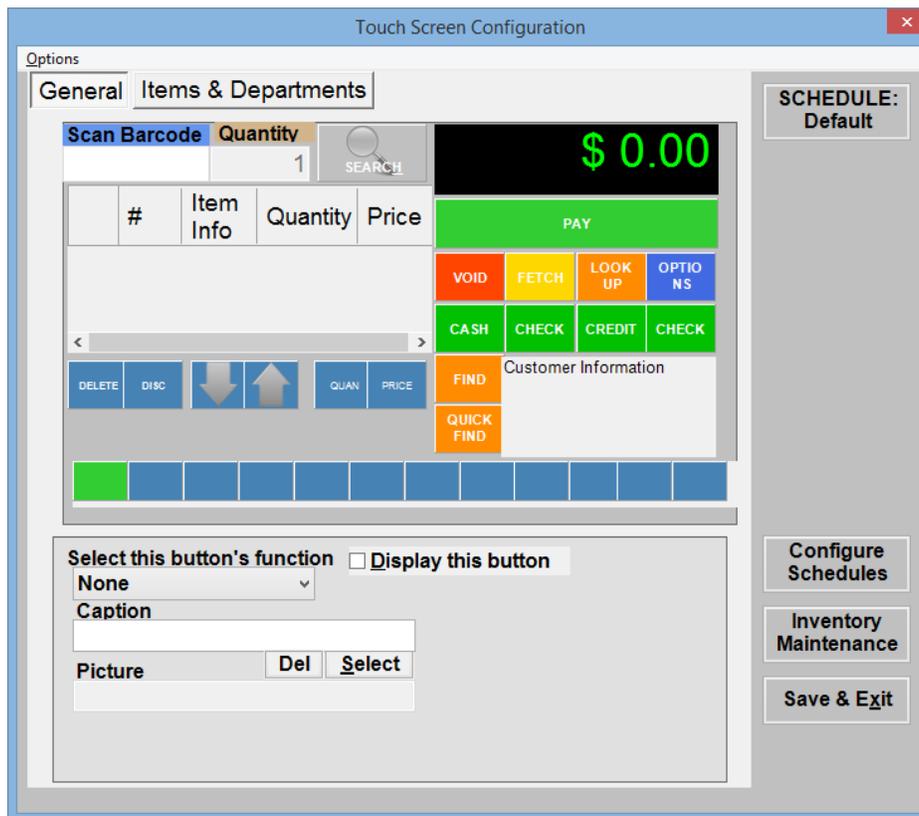# CRE Hot Button Configuration Guide

As of version **12.8042**, Cash Register Express now supports hot buttons. This guide will instruct you how to turn on the feature and setup hot Buttons for Cash Register Express Invoice screen.

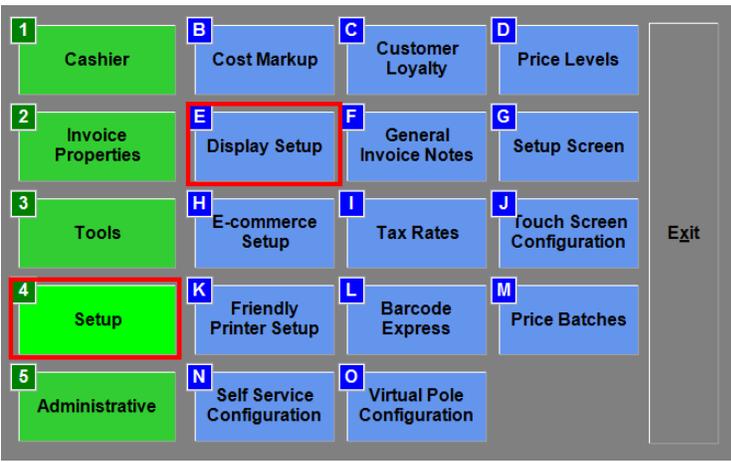**TABLE OF CONTENTS**
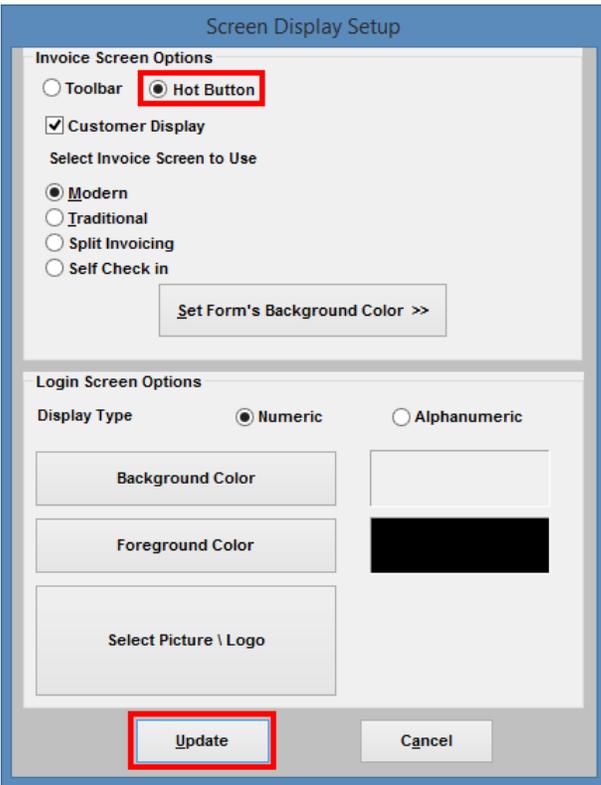
Important Notes – Please Read!

- You must upgrade Cash Register Express to version **12.8042 or newer** to use this feature.
- Must have the Hot button feature turned on and Display this button checked in order to see the hot button on the invoice screen.
- Version **12.9005 or newer**, all features for hot buttons are available.

Revision History

Document Version	Date	Author	Description of Changes
1.0	6/27/2018	JC	Internal Release
1.1	November 20, 2018	JC	Adding new hot button descriptions

Turning on the Hot Button feature
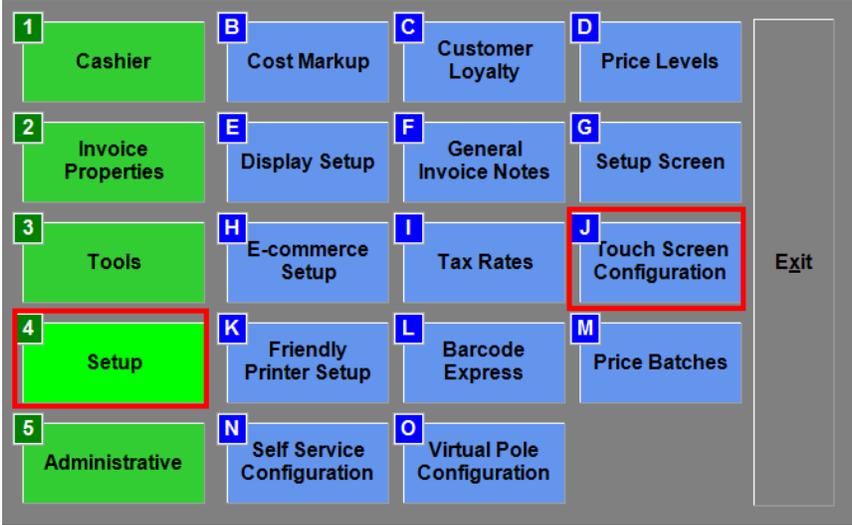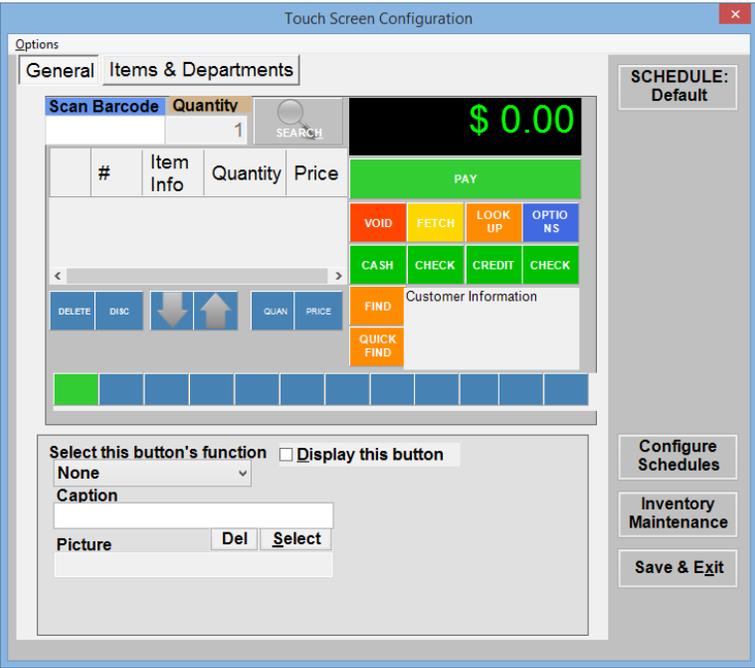
To have the hot button display on the invoice screen, you must turn on the hot button feature. Follow step below to turn the feature on.

	1. With CRE open select the **Manager** or **Options** button. Enter the Administrative ID & password.
	2. Select **Setup [4]** followed by **Display Setup [E].**
	3. Select **Hot Buttons** 4. Select **Update**.

Creating Hot Buttons

In addition to turning on the hot button feature, you must create the hot button and attached a function in the touch Screen configuration before using it in the Invoice screen. Follow steps below to display and attach functionality to the hot buttons.

	1. Select the **Manager** or **Options** button.
	2. Select **Setup [4]** followed by **Touch Screen Configuration [J]**.
	3. Select the hot button that you would like to modify. It will turn green when selected.
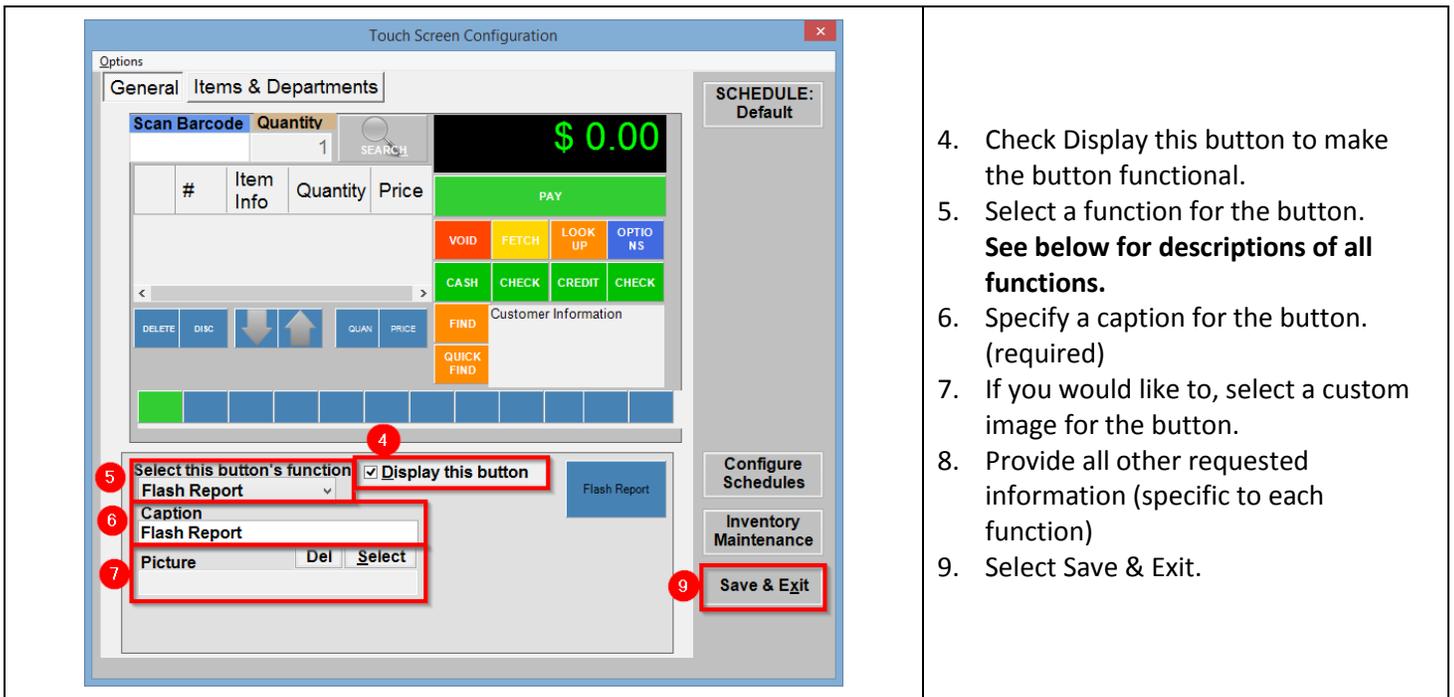
4. Check Display this button to make the button functional.
5. Select a function for the button. **See below for descriptions of all functions.**
6. Specify a caption for the button. (required)
7. If you would like to, select a custom image for the button.
8. Provide all other requested information (specific to each function)
9. Select Save & Exit.

Description of Functions

Note that "specific" implies that the information in question was requested when setting up the hot button.

Customers Last Order: Brings up a screen on which items from the current customer's last invoice are listed. They can be added to the current invoice.

Deposit Order Pickup: Complete a deposit order. Deposit Order Feature Document

Deposit Order Start: Create a deposit order. Deposit Order Feature Document

External Program: Launches an external program with a path and arguments that you provide.

Fixed Department: Has the same effect as selecting a specific department on the touch screen.

Fixed Item: Rings up a specific item.

Flash Report: Brings up the Flash Report displaying the sales totals, media totals, and performance statistics. This report can be printed (to your receipt printer) or exported to a .csv file (comma delimited\excel file).

Gift Card Balance: Brings up a screen on which the cashier can check the balance of a gift card.

Gift Card Sale: Brings up a screen on which the cashier can sell a gift card or add funds to an existing one.

Invoice Notes: Allows the cashier to attach notes to the invoice.

Item Info: Displays information about the next item that is selected by the cashier.

Item Lookup: Brings up the Search Inventory window.

Locked Discount Amount: Discounts the current invoice by a specific amount (positive), if you enter a negative # or 0, it will prompt you to enter a discount amount when you push the hot button.

Locked Discount Percentage: Discounts the current invoice by a specific percentage (positive).

Loyalty: Brings up a screen where you scan or type the ID on a customer's loyalty card. This will select that customer for the current invoice, provided the ID was entered as a card swipe ID in Customer Maintenance.

Minimize Program: Minimizes the program.

On-Screen Keyboard: Brings up an on-screen keyboard on which an item number can be typed.

Open Cash Drawer: Opens the cash drawer.

Open Discount Amount: Discounts the current invoice by an amount provided by the cashier.

Open Discount Percentage: Discounts the current invoice by a percentage provided by the cashier.

Price Check: Shows Item Information (Description, price per, tax as well as total)

Print Last Receipt: Sends the last receipt to the receipt printer.

Recall On-Hold Invoice: Brings up a screen on which the cashier can recall an on-hold invoice.

Return Next Item: Results in the return of the next item selected by the cashier.

Return Rentals: Brings up a screen where rented items can be returned.

Scan ID/ Age Verification: Brings up a screen where you input the customer's date of birth or scan their ID. Their date of birth is checked against Check ID Level 1.

Select Customer: Ties the current invoice to a specific customer.

Start\ End Shift: Starts or ends a shift. This is useful if shift tracking is turned on.

Tax Exempt: Makes the current invoice tax-exempt.

Time Clock: Brings up the time clock.

Total Dept. Sales for Today: Total Sales of a specific department.

Total Sales for Today: Creates a popup containing the total sales and total number of items sold.

Invoice Screen with hot buttons enabled

CRE Invoice screen with hot buttons shown