

# Favorite Products

Create colorful one-click product and miscellaneous-item shortcuts for faster checkout, then control where Favorites appears and how it behaves.

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# Favorite Products Basics

Understand the purpose of Favorites and enable access from the top toolbar.

# What Are Favorite Products?

Favorite Products are configurable shortcut tiles for common register items. Each tile can represent an inventory product or a custom miscellaneous item.

## Benefits

- Fewer searches and fewer screen touches
- Consistent access to best-selling products and routine services
- Color-coded visual recognition
- A grid arranged around the way your team works
- One-click addition to the register cart

Good candidates include accessories, activation fees, repair labor, common services, and other items selected many times each day.

# How to Enable the Favorites Toolbar Icon

1. Open **Settings** → **Favorite**.
2. Find **Toolbar Icon**.
3. Turn the option on.
4. Select **Update**.

The Favorites icon will appear in the top toolbar or title area, giving employees quick access to the favorite grid. If you do not want Favorites available from the toolbar, turn the option off and select Update again.

Turning off the icon hides the shortcut; it does not require you to delete the favorite tiles you already created.

# How to Decide Which Items Should Be Favorites

Use Favorites for items that save meaningful time when placed one click away.

## Recommended choices

- Your highest-volume products
- Frequently sold accessories
- Common repair or service charges
- Standard labor amounts
- Routine miscellaneous charges with a known price

Avoid filling the grid with rarely used items. Keep the first area focused on the products employees need fastest, then group related tiles by position or color.

# Build Your Favorite Grid

Add inventory products or custom miscellaneous favorites, choose prices and colors, and arrange the grid.

# How to Add an Inventory Product to Favorites

1. Open **Settings → Favorite**.
2. In the add area, leave the selector on **Product favorite**.
3. Search for and select the inventory product.
4. Review the price brought in for the product.
5. Choose a tile color.
6. Select **Add Product**.

The favorite remains connected to the selected product and adds that product through the normal register flow. Confirm the correct product and price before adding the shortcut.

# How to Add a Miscellaneous Favorite

A miscellaneous favorite lets you create a shortcut that is not limited to an existing inventory product. It is useful for labor, services, or another predefined quick charge.

1. Open **Settings → Favorite**.
2. Switch from **Product favorite** to **Custom misc favorite**.
3. Enter a clear **Favorite Name**.
4. Enter a selling price greater than zero.
5. Choose a tile color.
6. Select **Add Misc Favorite**.

When selected at the register, the shortcut adds a miscellaneous item to the cart using the configured name and price.

# How to Choose Colors for Favorite Tiles

Each favorite tile can have its own color. Use color to make the grid faster to scan—not merely decorative.

## Simple color plan

- Use one color for products.
- Use another for services or labor.
- Group related accessories with a shared color.
- Reserve attention-grabbing colors for special-purpose items.

The tile automatically uses readable contrasting text. Keep the system consistent so employees can recognize categories without reading every tile.

# How to Arrange and Size the Favorite Grid

Arrange Favorites so the most important choices are easiest to reach.

1. Open **Settings** → **Favorite**.
2. Drag tiles into the order and position you prefer.
3. Resize tiles when a product needs more or less visual emphasis.
4. Place related items together.
5. Review the layout at the register.

Put best sellers near the beginning of the grid. Use position, size, and color together to create a layout employees can learn quickly.

# Use Favorites at the Register

Open Favorites and add frequently sold products or services to a transaction with one click.

# How to Add a Favorite Product to a Sale

1. Open the register and begin the transaction.
2. Select the **Favorites** icon in the top toolbar.
3. Select the desired product tile.
4. Confirm the product appears in the register cart.
5. Adjust quantity or continue checkout as usual.

The tile provides one-click product selection, but the item still follows the normal product and checkout workflow. Availability, price, tax, and other applicable controls remain in effect.

# How to Add a Miscellaneous Favorite to a Sale

1. Open **Favorites** from the register toolbar.
2. Select the custom miscellaneous tile.
3. Confirm its configured name and price appear in the cart.
4. Continue the sale normally.

Miscellaneous favorites are especially helpful for repeat service or labor charges that do not need to be maintained as inventory products. Use specific names so receipts and reports remain understandable.

# How to Add Several Favorites Quickly

If employees frequently add several favorite items to the same sale, leave **Auto Close Favorite Dialog** turned off.

1. Open the Favorites window.
2. Select the first tile.
3. Continue selecting additional favorite tiles.
4. Close the Favorites window when finished.
5. Review the cart before collecting payment.

If most transactions use only one favorite at a time, enable auto-close so the window closes immediately after the selection.

# Favorite Behavior & Maintenance

Control automatic closing, update shortcuts, remove old favorites, and troubleshoot access.

# How to Turn Automatic Closing On or Off

1. Open **Settings** → **Favorite**.
2. Find **Auto Close Favorite Dialog**.
3. Turn it on if the Favorites window should close after one tile is selected.
4. Turn it off if employees need to select several tiles before closing the window.
5. Select **Update**.

This setting changes the selection experience; it does not change which tiles are available or how they add items to the cart.

# How to Update or Remove Favorite Shortcuts

Review Favorites whenever products, prices, or store workflows change.

## Update the grid

- Add a new shortcut with the current product, name, price, and color.
- Move or resize tiles to improve access.
- Remove a tile that is obsolete, duplicated, or rarely used.

Use the delete action on the favorite tile while working in Favorite settings. Removing a favorite shortcut does not mean deleting the underlying inventory product.

For a changed miscellaneous price or identity, remove the outdated shortcut and add the correct one.

# How to Turn Favorite Products Off

1. Open **Settings** → **Favorite**.
2. Turn **Toolbar Icon** off.
3. Select **Update**.

The top-toolbar shortcut is hidden, so employees no longer see Favorites there. You can turn it on again later and continue using the configured grid.

If an individual shortcut should no longer be used while the feature remains available, delete only that tile instead.

# Favorite Products

## Troubleshooting

### The Favorites icon is missing

Open Settings → Favorite, enable Toolbar Icon, and select Update. Refresh the register if necessary.

### A product does not add to the cart

Confirm the underlying product is active, available to the location, and eligible for the normal register workflow. Search for it normally to identify a stock or product issue.

### A miscellaneous tile cannot be added

Confirm it has a name and a selling price greater than zero.

### The window closes too soon

Turn Auto Close Favorite Dialog off when several favorites must be selected in one visit.

### The grid is difficult to use

Remove low-use tiles, regroup items, and apply a simple, consistent color system.



# Favorite Products: Complete Guide

Favorite Products gives employees fast, visual access to the items they sell most. Instead of searching for the same product repeatedly, select its favorite tile to add it directly to the register cart.

## What you can do

- Show a Favorites icon in the top toolbar.
- Add products already in inventory.
- Create custom miscellaneous favorites for labor, services, or other quick charges.
- Choose a price and tile color.
- Arrange the grid for your store's workflow.
- Automatically close the Favorites window after an item is selected.

Favorites speeds up selection; it does not replace normal product, price, tax, stock, or checkout controls.