

BackOffice Overview

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You can access BackOffice in two ways:

1. From the POS front-end.
 - Select [Manager] from the Table Layout screen. Then select [BackOffice].
2. From the Windows desktop.
 - Select Start > Programs > PixelPoint POS > POS BackOffice.

You can also create a Windows desktop shortcut for it, or simply navigate to: "`\\posserver\pixelpos\systemset.exe`".

Main BackOffice Screen

The screen has three sections (shown below):

- **Pull-down menus:** Listed across the top in a gray bar are pull-down menus which grant access to all programming sections within BackOffice.

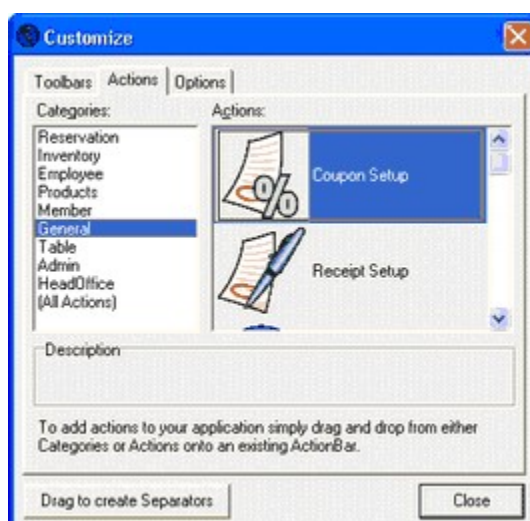
Products Mail Inventory Employees Members/VIP General Setup Table Setup Administrator Window Help

When you click on a menu, the applicable pull-down menu appears.

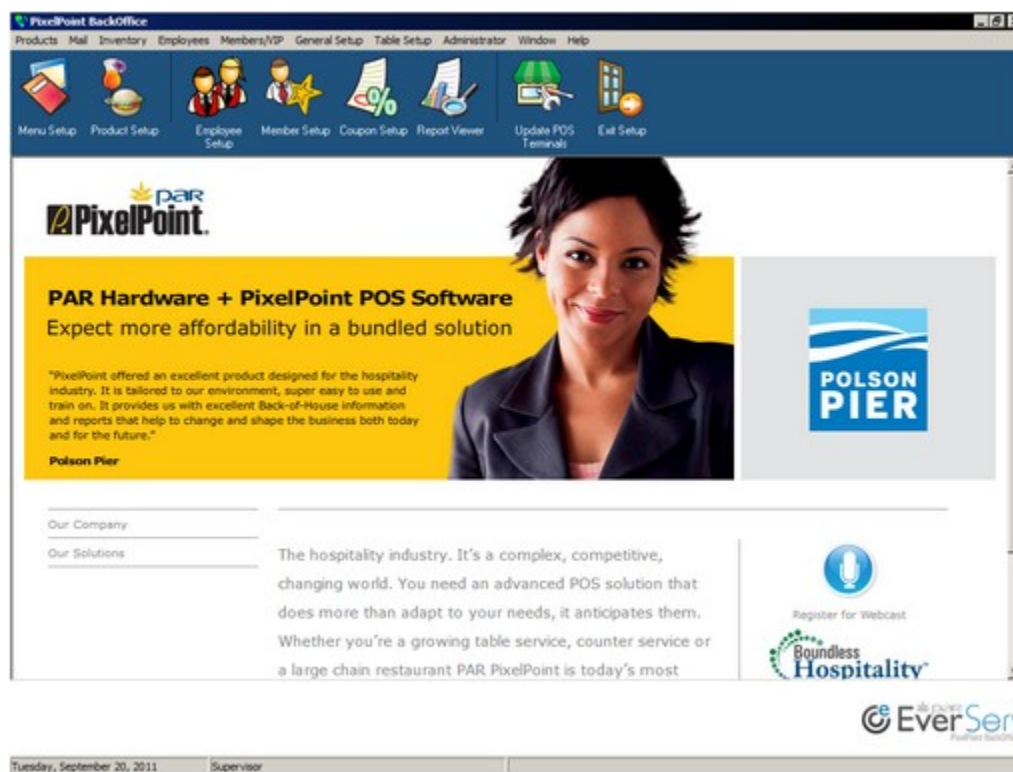
- **Toolbar:** The blue toolbar contains shortcut icons to various programming functions contained in the pull-down menus. You can customize this toolbar by right-clicking on the blue area and selecting Customize from the right-click menu; although the default selections are perhaps the most frequently used, you can change what is on the toolbar if there is something else you use more often.



When you right-click on the blue toolbar to customize it, a window appears. To remove an icon from the toolbar, click on it and drag it to this window. To add an icon, select it from the 'Actions' window and click and drag it to the toolbar. You can also rearrange the toolbar icons by clicking on them and dragging them to a new location.



- **Display Area:** The empty white area below can be filled by a website, and can also display the BackOffice programming screens as they are selected.



Online Help

The contents of each PixelPoint manual are available by selecting the [Help] button where provided. You can also access help by pressing the [F1] function key or from the BackOffice screen by selecting the [Help] pull-down menu. See ["Help"](#) for more information regarding the Help function.