Menus

On the POS register, the screen that shows the products you are selling is called the menu in the Blackboard Transaction System application (BbTS). To add or update the menu, log in to BbTS and make sure that your merchant is selected in the top right corner. Click “Query for” under POS Menu.

To add a new menu, click “add”. You can use up to 4 menus for your POS. If you need to make changes to a menu that is already established click on “edit”

Add the name of the menu. If you have multiple menu pages, you have the ability to add the name to what appears on the register.

Click on the square where you want your product to appear on the menu. Click on “Query for Product” to find the product you are adding to the menu. Click on “select” from the product list.

To remove a product from the menu, click on the product, then click on “remove selected key”.

If you want to color code your product buttons, there are several options to select from on the right side of the page.