

1 Overview

Quick Checkout puts an **Add to checkout** dropdown at the top of the Checkout screen, stocked with the items and services you sell most. One click drops any of them into the sale — no leaving the checkout page, no hunting through inventory mid-transaction.

It earns its keep on everything that doesn't carry a scannable barcode. An FFL transfer fee, a gunsmithing labor charge, range time — none of these can be rung up with a scanner the way a boxed product can, and all of them come up several times a day. Quick Checkout turns each one into a single click.

Quick Overview

- 1 Turn the feature on under **Account > Settings > Quick Checkout** (one-time).
- 2 Star the items and services you sell most, from each one's detail page.
- 3 Arrange your starred list in the order you want it to appear.
- 4 At checkout, click **Add to checkout** and pick a favorite — or type to search the full catalog.

PART ONE · SETUP

2 Turn Quick Checkout On

Open **Account > Settings** and select the **Quick Checkout** tab. Under **Checkout Search**, set the toggle to **Show** to display the **Add to checkout** box on the Checkout screen, or **Hide** to remove it entirely.

This is the master switch for the whole feature, and it applies to every user on the account — not just the person who set it. The **Favorites Order** panel beside it is where you'll arrange your list once you've starred a few things.

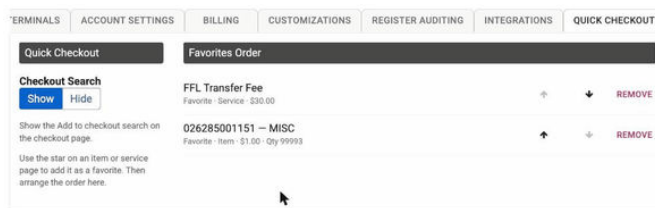


Fig. 2 — The Quick Checkout tab: the Checkout Search toggle on the left, your favorites list on the right.

3 Star Your Most-Sold Items and Services

The dropdown is built from favorites, and you choose them one at a time:

- 1 Go to **Manage Inventory > Inventory** for a product, or **Services** for a service.
- 2 Open the one you want to feature — click its name, or the pencil icon on its row.
- 3 Click the **star** next to the **Item** or **Service** header at the top of the detail page.

A filled orange star means it's a favorite and will appear in the dropdown. An outlined star means it isn't. Click the star again at any time to take it back out.



Fig. 3a — Outlined star: not a favorite.



Fig. 3b — Filled star: it will show in the dropdown.

Note: Firearms can't be added to Quick Checkout, so their records don't offer the star. Serialized items go through their own disposition steps at checkout rather than a one-click add.

4 Arrange the Favorites Order

Return to **Account > Settings > Quick Checkout**. The **Favorites Order** panel lists everything you've starred, with its type (Item or Service), price, and quantity on hand. Use the **up** and **down** arrows on each row to move it earlier or later — that's exactly the order your staff will see in the dropdown, so put your highest-volume entries at the top.



Fig. 4 — Each row carries up and down arrows to reorder it, and REMOVE to take it off the list.

Tip: REMOVE only un-favorites the entry — it takes it out of Quick Checkout and nothing more. The item or service itself stays in your catalog, priced and ready to sell as usual. It's the same result as clicking the star off on the detail page.

PART TWO · EVERYDAY USE

5 Add Items at Checkout

On the **Checkout** screen, click the **Add to checkout** box at the top left. With nothing typed, it drops open to your favorites in the order you arranged them. Click one and it lands in the sale immediately.

The same box doubles as a search bar. Start typing and it searches your full catalog — not just favorites — so staff can pull up anything by name or SKU without leaving the sale.

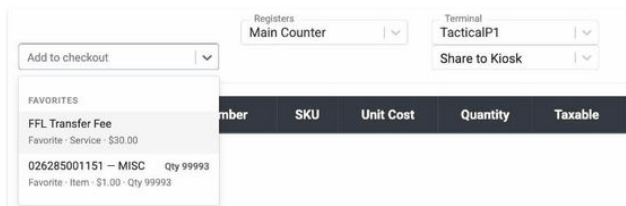


Fig. 5a — Click the box with nothing typed: your favorites, in your order.

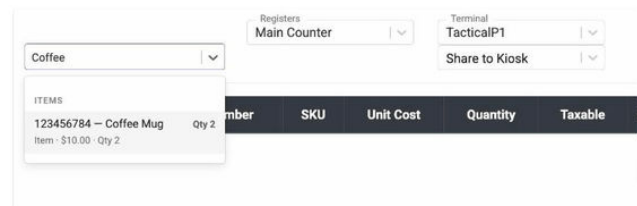


Fig. 5b — Type in the same box to search the full catalog.

6 A Typical Setup

A shop running transfers, gunsmithing, and a range would star the FFL transfer fee, its gunsmithing labor entries, and range time — then order them with the highest-volume one first. From there, the counter rings all three in a single click instead of typing them in by hand or navigating to the Services page in the middle of a sale.

The list is worth revisiting now and then. What you sell most in the spring isn't always what you sell most in the fall, and reordering takes a few seconds.

Where Everything Lives

- **Account > Settings > Quick Checkout** — turn the feature on or off, and arrange the favorites order.
- **Manage Inventory > Inventory or Services** — click the star on a detail page to add or remove a favorite.
- **Checkout** — click **Add to checkout** to pick a favorite, or type to search the full catalog.

Need help? More guides are at tacticalpay.com/knowledge-base. For questions on this workflow, email POS@TacticalPay.com — our in-house, Texas-based team will get back to you.