

3 steps to put product images onto your Touchretail EPOS till

We often are asked about the easiest way to link product images to stock records on EPOS terminals. This document explains the 4 simple steps to do this, which are:

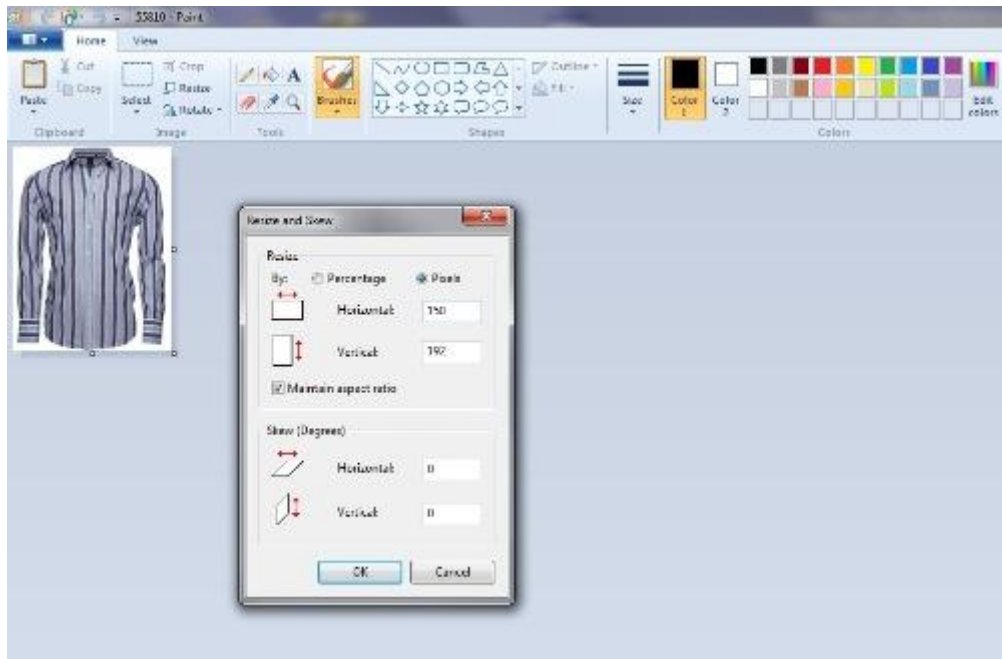
1. Save the image with the correct name
2. Make the image the correct size
3. Copy the image to the correct folder on the EPOS till

1 - Save the image with the correct name

Let's assume that you have a picture of a shoe, which has a file name of IMG_123.jpg. First of all check what Record number the shoe is on your Rapidstock system. You will need to know the system leading digit (the first digit of all barcodes produced by your system) plus the record number. So if the Rapidstock record number for the shoe is 4001, and your Rapidstock system digit is 5, the number you need to re-name the image to would be 54001. You can check this by looking at the barcodes for the shoe on your system – the first 5 digits will be the ones you need as the image name. The simple way to re-name the image is to right click on the image and select re-name. However if you are re-sizing the image, you can change the name at the same time – see below.

2 – Make the image the correct size

The size for an image to be displayed on the till needs to be large enough to see the detail, but not too big as it will take up too much of the screen within a transaction. A good size is around 150 pixels wide and between 120 and 200 pixels high, depending on the aspect of the image. The easiest way to re-size an image is to use Microsoft Paint – though other applications can do it too. Assuming that you are doing the re-sizing through Paint, right click on the image and select 'Open with', then select 'Paint'. This will open the Paint application, with your selected image displayed. On the Home tab (which usually opens as default) click on 'Resize'. Click the 'Pixels' button, and check that the 'Maintain aspect ratio' box is ticked. Change the Horizontal Pixels to 150, and the vertical pixels will be changed automatically. Click 'OK' to save. Another handy function of Paint is that you can re-format the image to a JPEG type if it is not this type already. To do this, click the drop-down arrow of the File tab (to the left of the Home tab). Then highlight the 'Save as' option and move across to the 'JPEG Picture' option and click on it. Confirm the file name, or change it as in section 1 above if it is not the correct file name.



Using Microsoft Paint to resize the image

Microsoft Office 2010 also has a resize facility. When you click on the 'Edit Pictures' option you will see a menu at the right hand side – under 'Change Picture Size' choose the 'Resize' option. The best way to maintain aspect ratio is to click the 'Percentage of original width x height' button, and use the (usually) down arrow to reduce the proportion. Watch the 'new size' figures just above the OK button, and stop when the first (width) size is around 150 pixels. Then click 'OK'.



Using Microsoft Office 2010 to resize the image

3 – Copy the image to the correct folder on the EPOS till

When the image is the correct name and size, save or copy it to a USB memory stick. You will probably edit a range of images at one time for uploading to the till. It is difficult to copy the images to the till without a keyboard and mouse, so it's best to plug in a USB keyboard and mouse to the till before you copy the images.

At the till, close down the Touchretail POS software (Admin Menu) so that you get to the desktop. At the task bar, click on the Start button – you need to get to the folder 'Websimage' in the EPOS folder. Usually this will be Computer -> Local Disk (C) -> EPOS folder. If no 'Websimage' folder exists in the EPOS folder then click on 'New Folder' and create one. Copy the images from the USB memory stick to the 'Websimage' folder.

You can check that the images are in the correct folder by opening up Touchretail POS, scanning a barcode of the item – the image should be displayed. If you don't have a barcode available, use the Search button to find the item. You can also see the image in Enquiry mode by touching the binocular icon.