

How to create Store Groups

Store Group is used to categorize the list of store records in i21. This is ideal for multiple store branches and you want to have them all listed to a group. You can choose however you want to create your store group records; bet it according to state, tax group, etc.

Steps:

1. In **Store** menu, go to the **Maintenance** area click **Store Group**
2. The search screen for **Store Groups** will show.

Search Store Groups

Close

Store Group

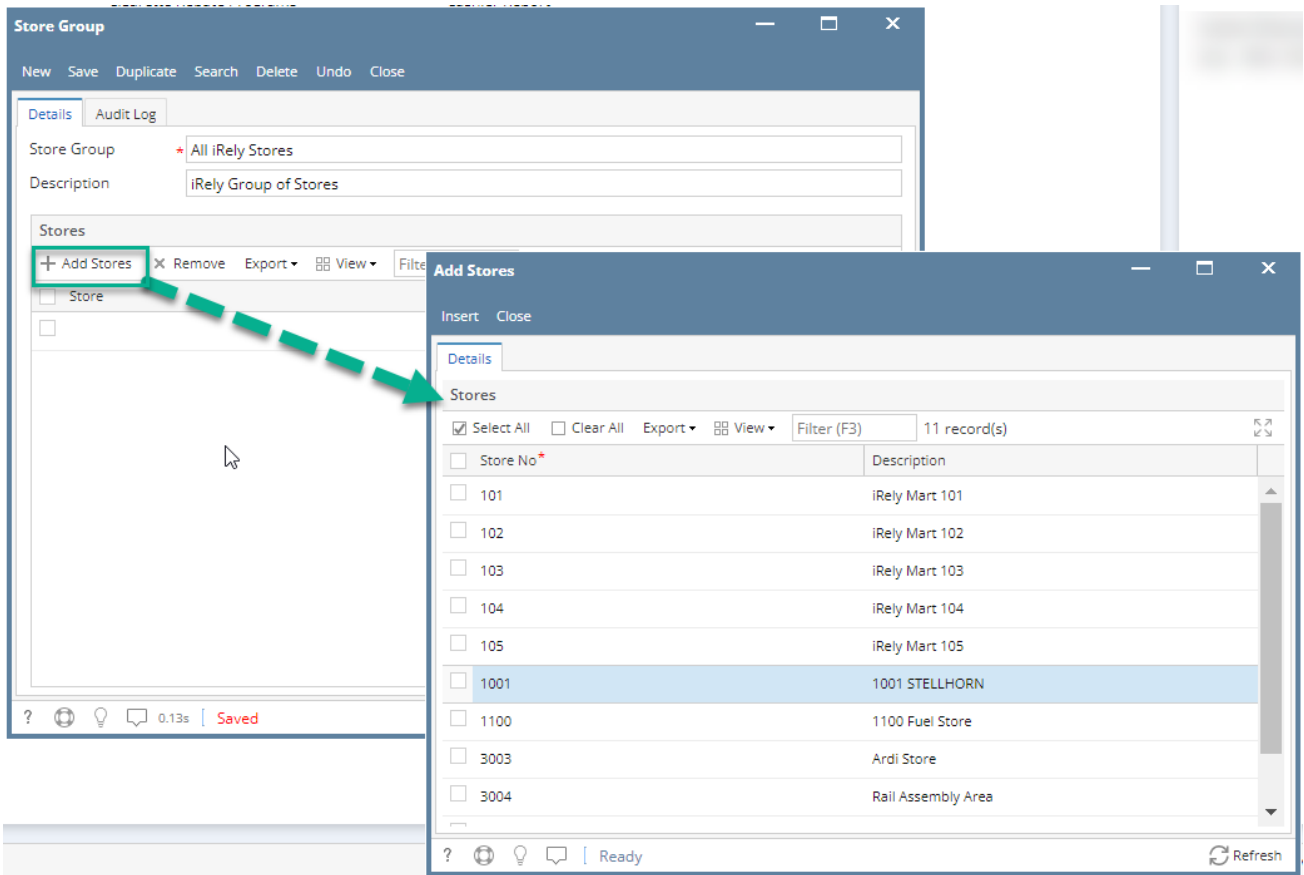
Open Selected New Export Columns View 1 record

Store Group Name Contains Add Filter Clear Filters

Store Group Name	Description
<input type="checkbox"/> All iRely Stores	iRely Group of Stores

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1. Click **New** button.
2. The blank screen for **Store Group** will show.
3. Enter the following details:
 - **Store Group*** - Enter the desired store group name.
 - **Description** - Enter a short description that best describes your store group.
 - **Stores** - You can select multiple store records by clicking **Add Stores** button. A screen selection will show. Select all applicable store record and click **Insert**.



1. Click **Save**
2. You now have a list of stores under your Store Group.

Store Group

New Save Duplicate Search Delete Undo Close

Details Audit Log

Store Group * All iRely Stores

Description iRely Group of Stores

Stores

+ Add Stores X Remove Export View Filter (F3)

Store	Description
<input type="checkbox"/> 101	iRely Mart 101
<input type="checkbox"/> 102	iRely Mart 102
<input type="checkbox"/> 103	iRely Mart 103
<input type="checkbox"/> 104	iRely Mart 104
<input type="checkbox"/> 105	iRely Mart 105

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