

# How to create register

Here are the steps on how to create a Register:

1. From Store menu, click **Register**.

If there's an existing store, **Search register** screen will open. Otherwise, **Blank Register** screen will open automatically.

2. If there is existing **Register**. Click **New** to open blank Register screen.
3. Select a store. see [how to create store](#).
4. Enter Register Name
5. Select Register Class.

as of 17.1 the following are the supported register

RUBY

SAPPHIRE

GASSBOY

WAYNE

PASSPORT

PALM

NUCLEUS

RADIANT

COMDATA

MANUAL

6. Enter **FTP Path**.

**FTP path** is automatically filled if the selected vendor has default FTP path in Accounts Payable > Vendor> vendor tab > store tab.

**FTP path** is empty if the selected vendor has no default FTP path in Accounts Payable > Vendor> vendor tab > store tab.

**FTP path** can still change even if there is default FTP path.

7. Enter **FTP Username**. *if required*

**FTP Username** is automatically filled if the selected vendor has default FTP Username in Accounts Payable > Vendor> vendor tab > store tab.

**FTP Username** is empty if the selected vendor has no default FTP Username in Accounts Payable > Vendor> vendor tab > store tab.

**FTP Username** can still change even if there is default FTP Username .

8. Enter **FTP Password**. *if required*

**FTP Password** is automatically filled if the selected vendor has default FTP Password in Accounts Payable > Vendor> vendor tab > store tab.

**FTP Password** is empty if the selected vendor has no default FTP Password in Accounts Payable > Vendor> vendor tab > store tab.

**FTP Password** can still change even if there is default FTP Password.

9. Enter Archive Path, it is where the xml file will be transferred temporarily.

10. Fill up the 1st tab

**Tab** details will vary depending on the selected register class.

11. Click the Register file tab

**Requirements** will vary depending on the selected register class.

- [How to create register for commander](#)
- [How to create register for Passport](#)

- [How to create register for Radiant](#)