

# How to Add or Edit a Location

## Steps to add a new Location in POS

1. Log in to POS with Admin or manager user ID
  2. Home > Common info > Company locations (Activities)
  3. Click New > Enter name, type, location number, address and other details > Click Save
- \*Note** :-Can also set up GL a/c, storage location and POS drawers by clicking on their respective tabs on the same screen

## Steps to edit existing Location in POS

1. Log in to POS with Admin or Manager user id
2. Home > Common info > Company Locations (Activities) - Double click on the company location
3. Select the Location to edit - double click or select & click Open selected

4. Edit Location and click Save

