

How to Add & Edit a Drawer

Steps to add a new Drawer

1. Home > Common info > Company Locations (Activities)
2. Select the Location
***Note :-** double click or select & click Open selected
3. Click on POS Drawers (in the tab area)
4. Click Insert, add a new drawer, allow multiple user and click Save

Steps to edit or remove an existing Drawer

1. Home > Common info > Company Location (Activities)
2. Select the Location (double click or select & click Open selected)
3. Click on POS Drawers (in the tab area)
4. Select the Drawer and click Remove
***Note :-** Click yes if you are sure to remove the existing Drawer
5. Click on the existing Drawer, makes changes and click Save

The screenshot displays two overlapping windows from a software application. The top window, titled 'Company Locations', features a search bar with 'Location Name' and 'Contains' filters, and a table listing locations. The bottom window, titled 'Company Location - 0001-Fort Wayne', shows a tabbed interface with 'POS Drawers' selected. This tab contains an 'Insert' button, a 'Remove' button, and a table for managing drawers. The 'Allow Multiple User' checkbox is checked.

Company Locations

Close

Company Locations

Open Selected New Export Columns View

Location Name Contains Add Filter

| Location Name | Location Type | Location | Active |
|-------------------|---------------|----------|--------|
| ✓ 0001-Fort Wayne | Warehouse | 0001 | ✓ |

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Storage Location Purchase Logistics Contract Management Manufacturing **POS Drawers**

POS Drawers

+ Insert X Remove Export View Filter (F3)

| POS Drawer * | Allow Multiple User |
|--------------|---------------------|
| Drawer 1 | ✓ |
| | |