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

