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