

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](#)