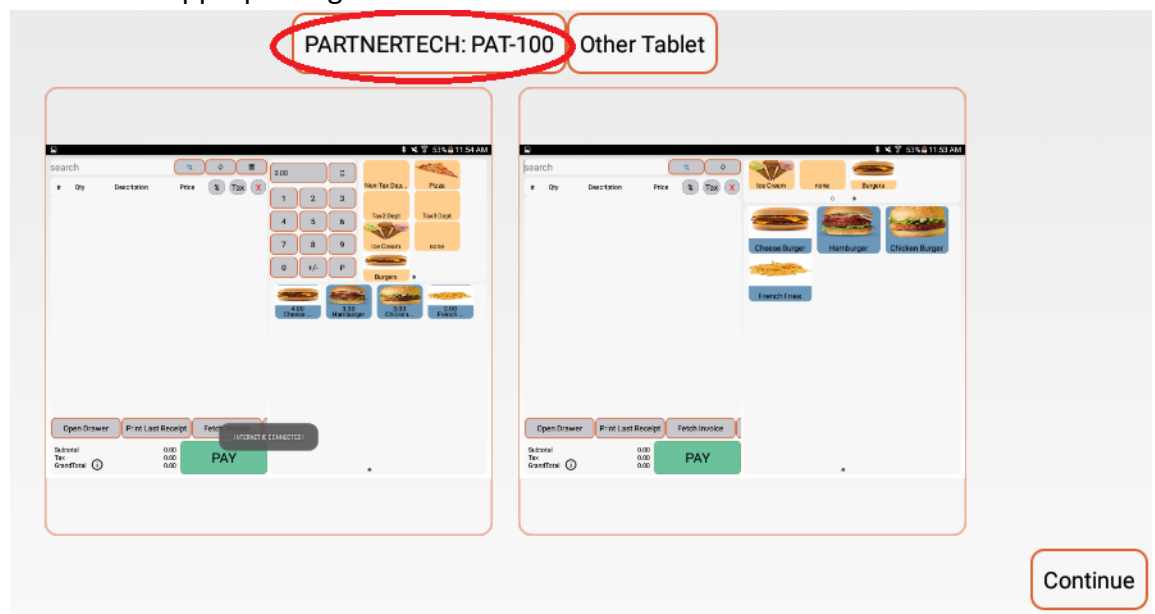# SIRCLE P◼S

SirclePOS PAT-100 Registration

Initial Registration for SirclePOS running on the PAT-100

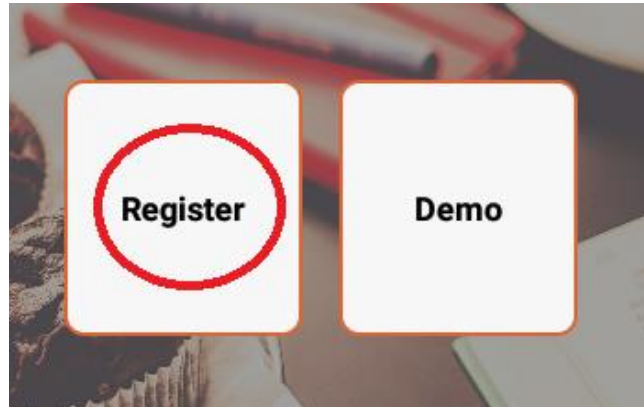# SIRCLE POS

Selecting Appropriate Initial Options

1. Launch SirclePOS and choose the desired configuration from the screen shown below
   - Select *"Partnertech PAT-100"*.
   - Select either Retail (left) or quick service mode (right). NOTE: You can toggle between these options later from settings.
   - If you have a kitchen printer attached then you can set it up now by entering its IP address. This can also be done later. For more information regarding printers refer to the appropriate guide.

Proceed With Registration

2. Select the **"registration"** button as seen below. **"Demo"** will be covered in step 7.

SIRCLE P◼S

3. After accepting the agreement prompt, please enter the appropriate unique information for "Step 1" and select **"register a new store"**. This information will be provided for you upon purchase.

Email: _____

Password: _____

Store ID: _____

Access ID: _____

SIRCLE POS

Easy Guide: Step 1 - Registration

To activate Sircle POS please enter the email, password, and store id provided in the box. Afterwards please select one of the two buttons below. Press Register A New Store, if this is the first Sircle POS system that you will be adding to your store. Press Add A Station To A Existing Store, if this is an additional Sircle POS system that you will be adding to your store.

Email

Password

Store Id

Where did you purchase the tablet from?

costco.ca

Register A New Store   Add A Station To A Existing Store

- Continue to fill out the remainder of the information relevant to your store and proceed onward by hitting the **"continue"** button at the end.
- You will be prompted to create a station ID upon submitting the information from the set above. Create one for your own convenience to keep track of stations. *Example – "01".*

4. Fill out the "Step 2 and 3" information

SIRCLE P◼S

- Simply fill out the information regarding store information and tax rate. The "store number" is whatever number you come up with

Store Number	Ex: 1234
Store Name	@2131427334
Address Line 1	Enter Your Business Address Line 1
Address Line 2	Enter Your Business Address Line 2 (If Needed)
Contact No.	Enter Your Business Phone Number
Email ID	Enter Your Business Email Address
Footer Message	Enter Any Footer Message Information: See Examples Belc

.

TAX1	0.00	%
TAX2	0.00	%
TAX3	0.00	%

5. Your registration is now complete! You can now enter your access ID (see step 3) and access all point of sales features.

Enter your Access Id
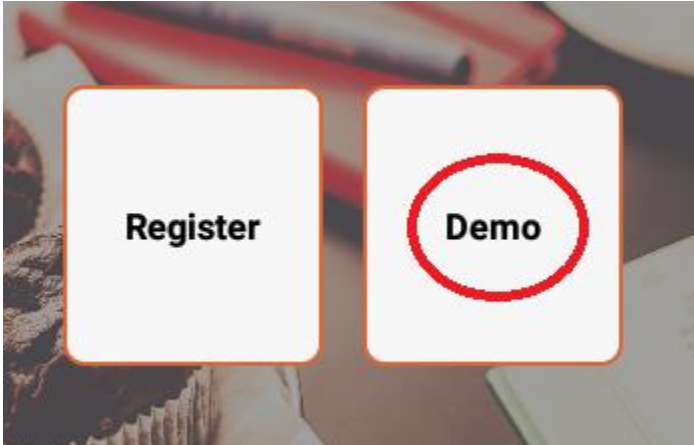
ACCESS ID FOR DEMO IS 7777

1	2	3	DELETE
4	5	6	
7	8	9	CLEAR
	0	00	LOGIN

SIRCLE P■S

Access the Demo

6. You may choose to try the demo by selecting the **"demo"** button.

- Simply provide the information asked for the access the Demo. The demo access ID is always 7777.

- NOTE: The demo account is a public access account and any data you enter while using the demo cannot be transfers to a registered account.