QUICK REFERENCE GUIDE

Sircle POS

Adding, Updating or Deleting Departments

The feature allows the business to delete, update or add a new department.

- 1. Open your web browser. Go to http://backoffice.sirclepos.com.
- 2. Enter the email and password provided, followed by clicking the **Login** button.

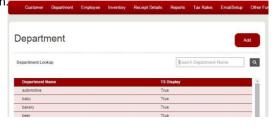


3. Select **Department** from the main screen option.



A) Adding a Department

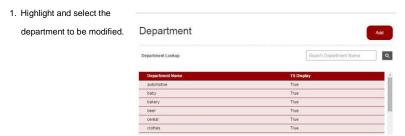
1.Press the Add button.



Enter a Department Name, followed by selecting the Save button.



B) Modifying a Department



Make the change to the department, followed by selecting the Update button.







C) Deleting a Department

1. Highlight and select the department to be modified.

epartment Lookup	Search Department Name
Department Name	TS Display
automotive	True
baby	True
bakery	True
beer	True
cereal	True
clothes	True

2. Select the **delete** button.



Congratulations!

You have successfully added, modified or deleted a new department (s). For more information, please refer to other Quick Reference Guides

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