

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.

Email :

Password :

English ▾

☐ Remember UserName

[Forgot Password](#) [Click Here to Register](#)

Login

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



A) Adding a Department

1. Press the **Add** button.

Department **Add**

Department Lookup **Q**

Department Name	TS Display
automotive	True
baby	True
bakery	True
beer	True
beef	True

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

Department Detail

Department Information

Department ID

Department Name

TS Display ☒

Save

Cancel

B) Modifying a Department

1. Highlight and select the department to be modified.

Department **Add**

Department Lookup **Q**

Department Name	TS Display
automotive	True
baby	True
bakery	True
beer	True
beef	True
cereal	True
clothes	True

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

Department Detail

Department Information

Department ID Auto-GeneratedValue

Department Name

TS Display ☒

Update

Delete

Cancel

C) Deleting a Department

1. Highlight and select the department to be modified.

Department **Add**

Department Lookup **Q**

Department Name	TS Display
automotive	True
baby	True
bakery	True
beer	True
cereal	True
clothes	True

Department Detail

Department Information

Department ID Auto-GeneratedValue

Department Name

TS Display ☒

Update

Delete

Cancel

Congratulations!

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