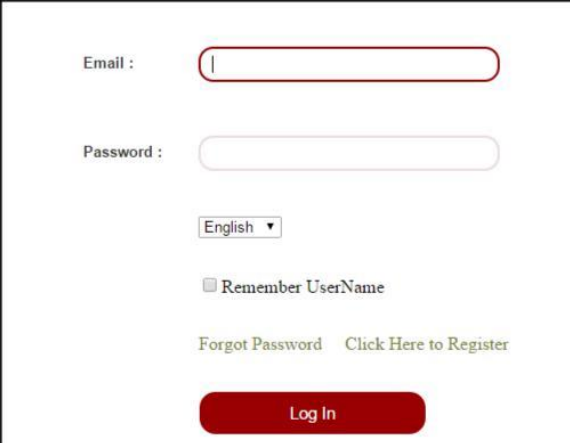


Sircle POS

Modifying Receipt Details

The feature allows the business to modify or update company information completed during the initial set up of Sircle POS.

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



The login form is enclosed in a black rectangular border. It contains the following elements from top to bottom: an 'Email :' label followed by a white text input field with a red border; a 'Password :' label followed by a white password input field with a red border; a language dropdown menu currently set to 'English'; a checkbox labeled 'Remember UserName'; two links, 'Forgot Password' and 'Click Here to Register', in green text; and a red rounded rectangular button labeled 'Log In'.

3. Select **Receipt Details** from the main screen option



Step 1

Continued

Time:
5 Minutes +Tools:
No Tools RequiredDifficulty:
Easy

4. Modify the Receipt Detail information as required followed by pressing the Save button

Receipt Details

Store #:

Store Name:

Address Line 1:

Address Line 2:

Contact No:

Email ID:

Footer Message :

Congratulations! You have successfully modified the receipt detail information. For more information, please refer to other Quick Reference Guides