

How to add a new Department

1. Log into the Back Office PC
2. Click on System Set Up
3. Click on PLU/Item Management
4. Click on Departments
5. Click on New Record
6. Enter a name for the Department
7. Enter a Level for the Department (1 or 2)
8. On the pull down menus click on 'Data' and then 'Save Record'
9. Exit out of 'System Setup'