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Category	Technical
Course	Location Setup
Version	1.0
Client	Generic
Software	2.13.0.0

# Add a New Register Lane

The easiest way to configure a new lane in a store is to copy and paste an existing lane.

## Procedure to Add a New Register to a Store

**Hints and Tips**

- ✓ If you're setting up a new store, you can copy a register from another store.
- ✓ When you copy a checkout, all its details are copied across to the new checkout.
- ✓ Make sure you copy a register that has the same purpose in the store; e.g. kiosk or lane location. There may be different configuration set for each type.

1.	From the HOS/BOS <b>System</b> menu, select <b>Location Setup</b> .							
2.	Expand the Location to the checkout you want to copy. <i>*You usually select the same store you want to add the checkout against.*</i>							
3.	Click and drag the checkout against the name of the store you want to copy it to.							
4.	Select the <b>Duplicate</b> option. <i>*The new checkout is added against the store.*</i>							
5.	Highlight the duplicate checkout, and change the <b>Code</b> (lane number) and <b>Description</b> to the next in the sequence.							
6.	Click .							
7.	With the new checkout highlighted, double-click the <b>Configure</b> shortcut.							
8.	Click the <b>System -&gt; Core</b> tabs.							
9.	Change the <b>Till ID</b> to the lane number of the new register (and entered at step 5).							
10.	<table border="1"> <tr> <td><b>If:</b></td> <td><b>then:</b></td> </tr> <tr> <td>you copied a lane from a different store, AND GiveX gift cards are configured in your business</td> <td>                     click the <b>Gift Card -&gt; Schemes</b> tab.                      Select the scheme.                      Click <b>Edit</b>.                      Add the <b>Username</b> and <b>Password</b> for this store.                      Click <b>OK</b>.                 </td> </tr> <tr> <td>you're finished</td> <td>go to step 11.</td> </tr> </table>	<b>If:</b>	<b>then:</b>	you copied a lane from a different store, AND GiveX gift cards are configured in your business	click the <b>Gift Card -&gt; Schemes</b> tab. Select the scheme. Click <b>Edit</b> . Add the <b>Username</b> and <b>Password</b> for this store. Click <b>OK</b> .	you're finished	go to step 11.	
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11.	Click .							
12.	Click <b>Yes</b> to confirm the save action.							
13.	Click .							