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Category	Technical
Course	Location Setup
Version	1.1
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.
- ✓ If you have a customer display screen for the new register, the logo for the screen is stored in the POS | Data | Images directory. Contact Surefire Support if you need help to change the logo.

1.	From the HOS/BOS System menu, select Location Setup .							
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 Duplicate option. <i>*The new checkout is added against the store.*</i>							
5.	Highlight the duplicate checkout, and change the Code (lane number) and Description to the next in the sequence.							
6.	Click .							
7.	With the new checkout highlighted, double-click the Configure shortcut.							
8.	Click the System -> Core tabs.							
9.	Change the Till ID to the lane number of the new register (and entered at step 5).							
10.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If:</td> <td style="width: 50%;">then:</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 Gift Card -> Schemes tab. Select the scheme. Click Edit. Add the Username and Password for this store. Click OK.</td> </tr> <tr> <td>you're finished</td> <td>go to step 11.</td> </tr> </table>	If:	then:	you copied a lane from a different store, AND GiveX gift cards are configured in your business	click the Gift Card -> Schemes tab. Select the scheme. Click Edit . Add the Username and Password for this store. Click OK .	you're finished	go to step 11.	
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11.	Click .							
12.	Click Yes to confirm the save action.							
13.	Click .							