

QUICK REFERENCE GUIDE

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Step 1

Time: 5 (+) Minutes
Tools: No Tools Required
Difficulty: Easy

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SMART 360 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.smart360pos.com>.
2. Enter the email and password provided, followed by clicking the **Login** button.

Email :

Password :

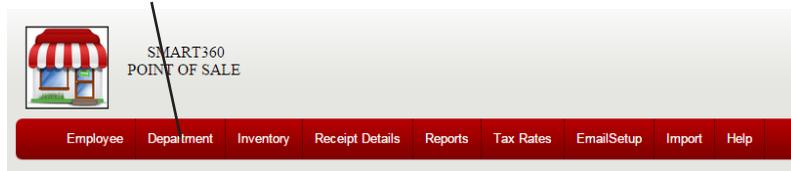
English ▾

Remember UserName

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

Login

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



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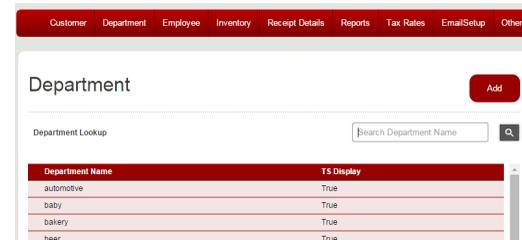


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Please call us Monday – Friday from 8:30am to 5:30 (EST) at
1-866-961-6673

For additional product information, please visit our website:
www.royalsovereign.ca

A) Adding a Department

1. Press the **Add** button.



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

Department Detail

Department Information

Department ID: 20 Auto-GeneratedValue

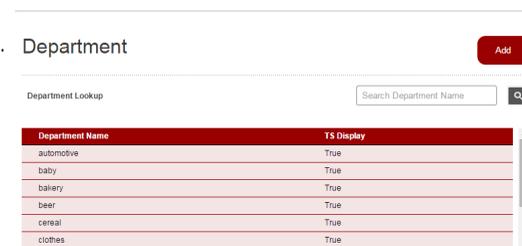
Department Name:

TS Display:

Save **Cancel**

B) Modifying a Department

1. Highlight and select the department to be modified.



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

Department Detail

Department Information

Department ID: 20 Auto-GeneratedValue

Department Name:

TS Display:

Update **Delete** **Cancel**

C) Deleting a Department

1. Highlight and select the department to be modified.



Department Detail

Department Information

Department ID: 20 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 or for other details refer to: www.royalsovereign.ca