## **Store Setup**

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Program	Store Mainte	nance			Record	1 of 7
Polling	ID	4 Sto	re Name Sam 7	Sto	re Number	7
🚳 Machine List		AIMsi	Location			
🔀 Communications						
🟓 Maintain	Contact 1		Cellphone		Phone	
👅 Setup	Contact 2		Cellphone		Fax	
Store	Address 1		Address 2			
Machine Crosslinks	City		State	Zipcode		
Security	Country Notes		EMail			
Activation						
Data Location						
Polling Schedule	H 44 4 P	· • • • + - «	^ × 🛷 👷 🐝 🛱	l 占 🖒 物 🖗	🔇 Search 🛛	
	* Store Id	Store Nu Store Na	me	Contact 1		Cel 🔺
	4	/ Sam /				
	6	1 Sharp				
je rieports	7	1 Casio II				-
Most Recent						F
Machine ID: Sam 200	0	Program ID: Sam	_2000	🗐 Close	👖 Exit	? <u>H</u> elp

- 1. To add a new store, click on **Setup** on the menu on the left, and then click on **Store**, beneath **Setup**.
- 2. Click the **Insert new record** + button (in the red box on the toolbar above) to add a store.

Store Mainte	enance					Reco	ord 7 of 7	
ID	1	 B Store Name	Manche	ster Store		Store Number		18
		AIMSI Location	I					
Contact 1 Jir	m Bonner	C	ellphone	555-555-5	5555	Phone	555-555-555	4
Contact 2 Je	anette Gasto		ellphone	555-666-6	5666	Fax	555-555-555	6
Address 1 35	516 Loch Lore	Blvd Ad	ddress 2					
City Ma	anchester		State	IA	Zipcode	55555		
Country	Country							
Notes	Notes							
Open Mon-Fri	Open Mon-Fri 8:00 am to 9:00 pm. Sat 9-5 pm.							
1								
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* Store Id	Store Nu	Store Name			Contact 1		C	el 🔺
* 18	18	Manchester Store			Jim Bonner 555		55	
4	7	Sam 7					_	
5	1	Casio						
6	1	Sharp						_

- 3. Fill in the store information in the upper part of the screen.
  - a. **ID**: The Store ID number is assigned by the software.

- b. **Store Name**: Enter a name such as a store number, its location, or a name to describe the installation.
- c. **Store Number**: The Store Number must match the store or register number programmed within the cash register. *Note: Not all registers have a store number.*
- d. **AIMsi Location**: This option is only used when connecting Polling with V9 AIMsi Inventory. For more information, please see Interface Setup.pdf
- 4. Fill in the contact information for each new store such as the contact person, address of the store, phone and fax numbers, etc.
- 5. Add any notes pertaining to the store.

Store Maintenance		Decord 9 of 9			
Store Maintenance		Record 8 of 8			
ID 1	8 Store Name Manchester Store	Store Number 18			
AIMsi Location					
Contact 1 Jim Bonnera	Cellphone 555-555-	5555 Phone 555-5554			
Contact 2 Jeanette Gastor	n Cellphone 555-666-	6666 Fax 555-5556			
Address 1 3516 Loch Lore	Blvd Address 2				
City Manchester State IA Zipcode 55555					
Country	Country				
Notes					
Open Mon-Fri 8:00 am to 9:00 pm. Sat 9-5 pm.					
	• - 🗸 X 🛷 🖉 🎇 🗄	🛓 📴 🏘 🔇 Search 🦳			
* Store Id Store Nu	Store Name	Contact 1 Cel 🔺			
11 11	Store11	Jason Smyth			
15 39	Locust Street Store	Jean Smyth			
16 16	Store #16				
I 18 18	Manchester Store	Jim Bonner 555			
<u>د</u>					

- 6. When finished, click the **Post changes of current record** button on the toolbar (in the red box) to add the new store. For information on the toolbar, please read the Help File topic **Toolbars**.
- 7. If the information in a store record needs to be edited, click on the store record in the lower grid then edit the record in the upper portion of the grid. Click the **Post changes of current record**

✓ button to post any changes.

🗐 Close 👖 Exit 孝 Help

- 8. The **Close** button, at the bottom right of the screen, will close the Maintain Area and take the user to the main screen of the software.
- 9. The **Exit** button will close the entire software.
- 10. The **Help** button brings up the V7 Help Files.