

Store Setup

Description	This screen is used to add new store and a new computer in the Store.
Location	Admin>Setup>Store Setup
	<p>① This will search all saved Stores.(F2)</p> <p>② This will add new Store information.</p> <p>③ This will copy selected Information.</p> <p>④ This will delete selected Information.</p> <p>⑤ Save new information before you close.</p> <p>⑥ Drop down menu will show you all Store names.</p> <p>⑦ Input frame for basic information of newly added Store.</p> <p>⑧ Click this field and ② Insert button will add a new computer.</p> <p>⑨ Need this code (Com Code) when you register your computer. See Page 10.</p> <p>⑩ Type in computer name (Com Name) that does not duplicate with any other and save it.</p>
Note	-Use a unique Store Code when you add a new store.

Add New Store

1. Click the **Insert** ② button.
2. Type in basic information of newly added store into **Field** ⑦.
3. When you input the store number, use a unique number that does not duplicate any other.
4. If the newly added store is a **Sub Dealer**, check **Sub Dealer** box. If it is not, then leave the box **Blank**.
5. When you are done, click the **Save** ⑤ button.

Add New Computer / Get Com Code

1. Click **Field** ⑦ and click **Insert** ② button.
2. A new **Com Code** ⑨ will be generated.
3. Create a unique computer name (**Com Name**) that does not duplicate with any other.
4. You will need the **Com Code** in order to register/activate your computer. (See Page 9)

Note: You have to activate your Cell.O with Com Code that you get from your own computer. You can only access your store information from computer that is registered from inside of your Store.

5. When you are done, click the **Save** ⑤ button and then the **Close** button.

Edit Store Information

1. Click the **Search** ① button. It will show you all Stores.
2. Select the Store you want to edit.
3. You can edit Store information from **Field** ⑦.
4. When you are done, click the **Save** ⑤ button and then the **Close** button.

Edit Tax Rate Information

You need to type in the Tax Rate into the **Tax** field so Cell.O automatically calculates the sale total. To edit the Tax Rate, follow the steps below:

1. From **Field** ⑦, you will find **Tax** field.
2. Simply type in the **Tax** rate for your state.
3. When you are done, click the **Save** ⑤ button and then the **Close** button.