## How Do I Add a Workstation to a Campus Store Location?

When a new Campus Store Point of Sale computer is installed, it is possible that the program will not recognize the device, and the below error will appear.



To "add" the new device, so that the user will be able to run Point of Sale on the new machine, follow the steps below.

Log into Campus Store and select the desired Location for the new machine (in this instance, the Elementary Campus store location).

Choose curre	nt location	×
Location	Elementary Campus Elementary Campus High School Campus Middle School Campus XX Middle School Book Fair ZZ Elementary Book Fair	•



Go to Maintenance>Location Administration and select the Elementary Campus again.

👬 A	scendance Campus Store - Elementa	iry Camp				
Mair	ntenance View End-of-Period Up	dates				
	Products	1				
	Customers	gories				
	Departments					
	Vendors					
	Charge Categories					
	Allowance Groups					
	Price Levels					
	Location Administration					
	Store Groups					
	Merchant Accounts					
	Global Updates					
	Change Current Location					
	User Preferences					
	Printer Setup					
	Exit					

	Location Mainter	ance Search		×
	Select Location	Elementary Campus	ОК	New Delete Cancel
l				



Go to the Workstations tab and click the Add button.

	le complete	Jane V. Ju		
Locatio W/r	n Business Uffice   G/L Accoun	ks POS Users New	Students Workstations Authorization Code	
Г	Workstation	Active	Add	
	POS 6 - ELEM		Dekte	

Enter the "name" of the new computer/workstation. Click OK to Save the entry

	Select workstation						
	Type the workstation name or click the search button						
l	Workstation KGAUDETTE-990						
	OK Cancel						

The Workstation now appears on the list of valid computers for the specific Store Location

📰 Location Maintenance - ( Elementary Campus )								
Loca	Location Business Office G/L Accounts POS Users New Students Workstations Authorization Code							
- '	Wor	kstations in this location		· · ·				
		Workstation	Active	Add				
		POS 6 - ELEM	<b>V</b>	Delete				
	<b>→</b>	KGAUDETTE-990	<b>V</b>	Delete				

Click OK to close the Workstation Maintenance window.

Show Inactive	
	OK Cancel
	NUM

When launching the "Point of Sale" module once the Workstation is added, the user will be able to successfully log in.

🌮 Asc	endance Campus Store POS - ( Elemen	tary Campus )			l	
	CASH Press ALT-N to cha Cash Transaction - no customer selecte	nge customer name :d	Press ALT-P to chan Price Level: Retail	ige price level		
	Press F2 to enter customer information.		Payment Type: Casl	h	Customer (F2)	Department (F7)
Ln	Product Description	Pricing Qty Unit \$	Amount Tx	Scan item or press F3 to search		- 💑 -
				Press DELETE to	Product (F3)	Category (F8)
				remove an item	mm	ുട
					Edit Item (F4)	Price Check (F9)
					2	<u>المج</u>

**NOTE:** IF THERE ARE MULTIPLE **S**TORE **L**OCATIONS, THESE STEPS WILL NEED TO BE TAKEN FOR EACH LOCATION IN WHICH THE USER WILL BE WORKING

