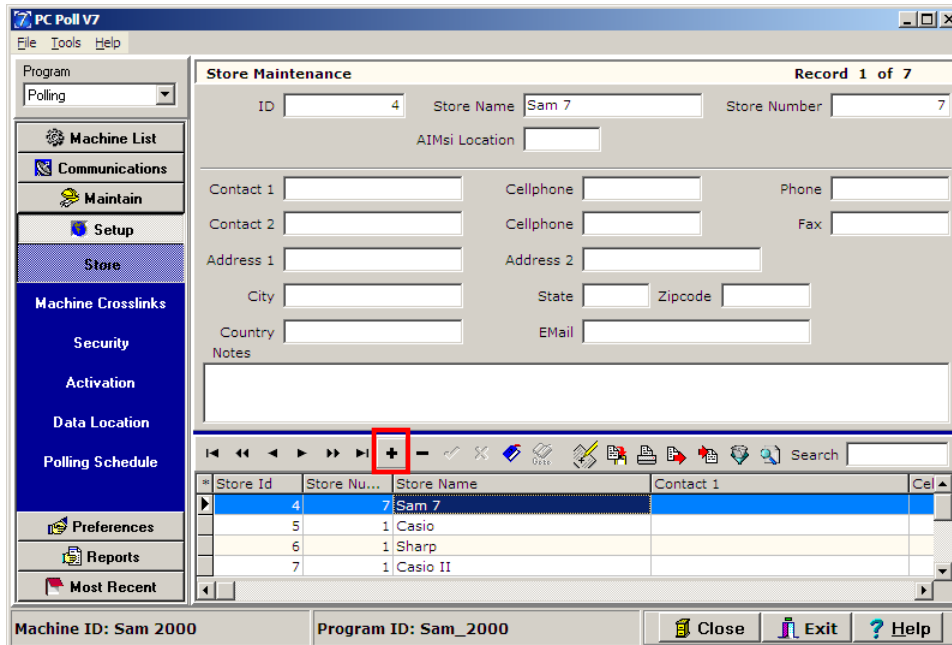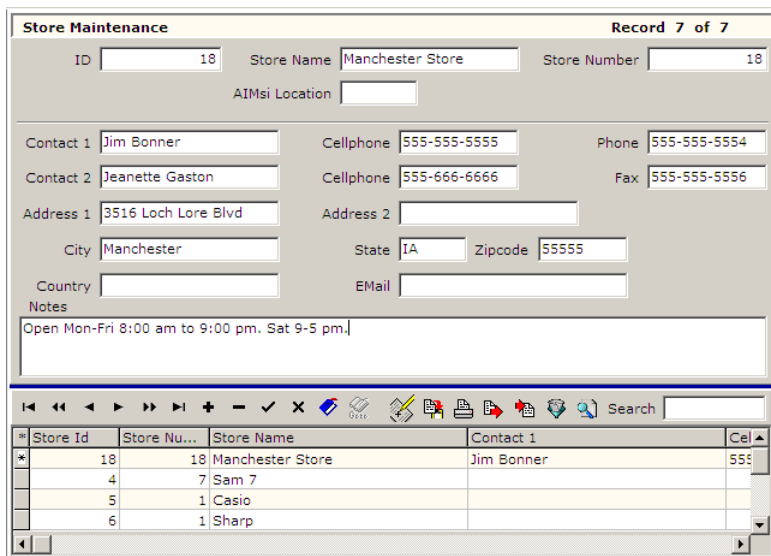# Store Setup

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.

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.

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.

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.