



# How to Use the Location Tab

## Location

1. Click on the **Location** tab in ADM, to see all your locations.
2. Click on your location. The **Location Summary** page will display.
3. Click on the **blue bar** under **Location Summary: XXXX** to display the **Info** section.

**365** Location Product Menu Reports Admin Super Ideas | Help 365Support Laurie

**Announcement**  
All new! Check the status of your kiosk with the touch of a button! 365 has multiple ways to ease your operations. [More]

**Location Summary: 365 Support Office** Add Consumer(s) Move Location

Click here for location information and settings (+)

Super Only

Disabled	No	Notes	
Hiatus Mode	No		
Hiatus Start			
Hiatus End			
Is Base	-Choose-		
Kiosk Language	English		
Alternate Language	German	Commission	None
GMA Loyalty Points	Off	Special Type	NONE

4. In the **Domain** field, you can add your company email so you can email receipts to consumers.

**Location Summary: 365 Support Office** Add Consumer(s) Move Location

Click here for location information and settings (+)

Info

Location is member of 365Support created on 02/25/16 10:15 AM Location Code: 00010E

Name	365 Support Office	Contact Name	Garrett Faught
Address	1743 Maplelawn	Contact Email	Garrett.Faught@365smarthop.com
Zip/Postal Code	48083	Contact Phone	(888) 365-6282
City	Troy	Receipt Header	N/A
State/Province	Michigan	Receipt Footer	N/A
Country	United States	Location Number	
Timezone	America/New_York - EDT or EST - Eastern D	Route	
Phone Number	(888) 365-6282	Initial Balance	0.00
Domain		Initial Balance End Date	
User Key			

5. In the **Receipt Header** and **Receipt Footer** fields, you can add messages that will appear on the top and bottom of consumer's receipts.

# How to Use the Location Tab

6. Scroll down and click on the **Products** tab

Buttons: Cancel, Save, Update Prices, Update Prices & Full Sync

Navigation: Devices, **Products**, Promotions, Home Commercial, Close Commercial, Signage, Inventory, Inventory List, KDS

Actions: Add Product, Export, Manage Columns

Show 50 records

Clear Filters Search...

Name	Scancode	Category 1	Price	Deposit	Min St...	Max Stock	In Inv	Case	Picklist Action
▼   Contains...	▼   Contains...	▼   Contains...	▼   Equals...	▼   Equals...	▼   Equals	▼   Equals	▼   Equ	▼   Equ	▼   Contains...
Candy	123456,78...	BREAKFAST	\$50.00	\$0.00	0	0	1	0	Below Maximum
Cup	123456789	CANDY	-\$0.10	\$0.00	0	0	0	0	Below Maximum
Jolly Rancher	001234567...	CANDY	\$0.00	\$0.00	0	0	1	0	Below Maximum
Kit-Kat	1234589	CANDY	\$900,000.00	\$0.00	0	0	2	0	Below Maximum
null	22345		\$2.00	\$0.00	0	0	0	0	At or Below Minim...
Snickers	45645645	SDX-CANDY	\$0.00	\$0.00	0	0	1	0	1+ Cases Needed
Test product	606345048...		\$20.00	\$0.00	0	0	3	0	At or Below Minim...
TOPS Note Book	025932800...		\$2.00	\$0.00	0	0	1		Below Maximum

7. Click on a **product**. A popup window will display where you can edit or remove products or edit prices on existing products.

**Product** [X]

Name: Jolly Rancher

Scancode: 0012345678900

Price: 2.50

Cost: 0.80

Unit Of Measure: LB

Weigh: N

Tare Weight: 0.00

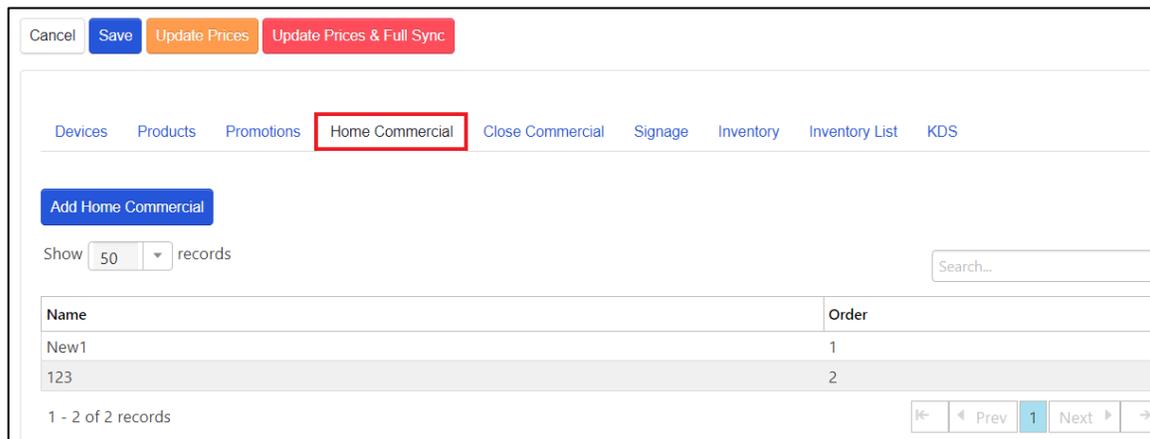
Buttons: Edit Product, Close, Remove

8. Click **Update Prices** for the updated prices to go immediately to the kiosk(s).

Buttons: Cancel, Save, Update Prices, Update Prices & Full Sync

# How to Use the Location Tab

9. Click the **Home Commercial** tab to add your own commercial to your self service kiosk.



10. Choose the **Add Home Commercial** button to select the existing commercial or upload your own.

