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.

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

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.

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

Name	Scancode	Category 1	Price	Deposit	Min St...	Max Stock	In Inv	Case	Picklist Action
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.

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

9. Click the **Home Commercial** tab to add your own commercial to your self service kiosk.
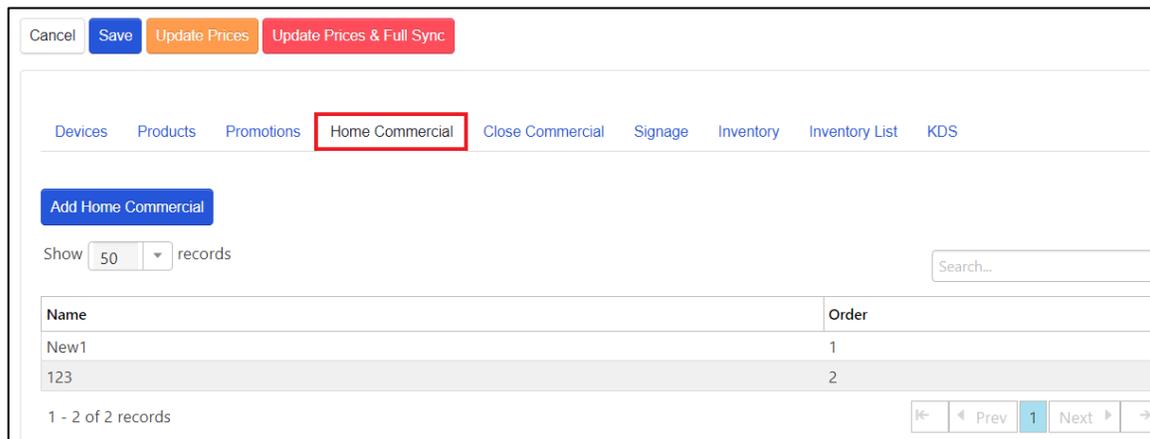
10. Choose the **Add Home Commercial** button to select the existing commercial or upload your own.