

Departments

Before you can create any Departments or Products, you must first setup your “Product Sizes” (see the other “Product Sizes” document) and then you can create your Departments as follows. Then when you create your Products you will link them to the required Department.

The minimum information you require for creating a Department is: **Description** and **Size(s)**.

1. If you are not already logged into your GoEpos account, please login by visiting **goepos.com** and click the **[WEB OFFICE LOGIN]** button in the top right.
2. Click **[1 Product Settings]** then **[3 Departments]**.
3. *(Before you create a new Department make sure you have setup your “**Product Sizes**” first in [1 Product Settings] > [4 Product Sizes]).*

To create a new Department click the **[Add A Department]** button. Type in the **Description** of the department and then select the “**Group**” that this Department is to be linked to for reporting.

4. Then on the **[General]** tab make your **colour selections** as required.
5. Then click the **[Sizes]** tab and click the **[Add A Size]** button and select the required size. You can add as many sizes as required to the department and select which size is going to be the **default size** for products sold that are linked to this department.
6. Then click the **[Save]** button to save the department.

PLEASE NOTE:

Once you have setup all your Departments, you can then setup all your Products.