

Groups

Before you can create any Departments or Products, you must first setup your Groups as follows. Then when you create your Departments you will link them to the required Group.

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 **[2 Groups]**.
3. Click the **[Add A Group]** button. Type in the **Description** of the group and then select the “**Revenue Centre**” that this group is to be linked to for reporting.
4. Then make your other selections as required on the option tabs and click the **[Save]** button.

PLEASE NOTE:

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