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## Register Merchant Provisioning Quick Start Guide

This quick start guide provides you with quick instructions on how to configure the basics within the Web Portal for your Register EPOS system. Some information may have already been entered by your solution provider, in which case please check the information entered and continue to the next step. For more information please scan the QR codes on your smartphone (you may need to download a third-party app such as Red Laser) or enter the YouTube links to watch a tutorial video. You can watch a full tutorial video on the below process by visiting this link https://youtu.be/rWL9w1Xcy3U

| 1 | ## Login to the Web Portal<br>Open your web browser (Chrome is best) and login to the Register Web Portal (https://portal.smartvolution.com) with the details provided by your solution provider. | |
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| 2 | ## Configure your Profile<br>Configure how you want your Register to operate by setting up a Profile. To do this click Config in the top bar and Profiles in the sub menu. Click the New Profile button to add a profile or click the edit pen button to view an existing profile. | |
| 3 | ## Add Stores<br>Enter the details of all your stores using Register by clicking Config in the top bar and Stores in the sub menu. Click the New Store button to add a new store or click the edit pen button to view an existing store. | |
| 4 | ## Add Staff Members<br>Enter the details of all your staff members using Register by clicking Config in the top bar and Staff in the sub menu. Click the New Staff Member button to add a new member of staff or click the edit pen button to view an existing staff member. | Scan me<br>https://youtu.be/4DvHwLWJc5c |
| 5 | ## Add Taxes<br>Enter the details of all your applicable taxes by clicking Config in the top bar and Taxes in the sub menu. Click the New Tax button to add a new tax or click the edit pen button to view an existing tax. | |
| 6 | ## Add Discounts (optional)<br>Enter the details of any fixed discounts you have (staff discount etc) by clicking Config in the top bar and Discounts in the sub menu. Click the New Discount button to add a new discount or click the edit pen button to view an existing discount. | |

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| **7** | ## Add Departments<br>Create or import your Departments (product categories) by clicking Stock from the top bar and Departments from the sub menu. Click the New Department button to add a new department or click the edit pen button to view an existing department. | Scan me<br>https://youtu.be/R91O4KS4j6Y |
| **8** | ## Add Suppliers (optional)<br>Create or import your Suppliers by clicking Stock from the top bar and Suppliers from the sub menu. Click the New Supplier button to add a new supplier or click the edit pen button to view an existing supplier. | Scan me<br>https://youtu.be/sA-_YNUiKVk |
| **9** | ## Add Products<br>Create or import your Products and Services by clicking Stock from the top bar and Products from the sub menu. Click the New Product button to add a new product or click the edit pen button to view an existing product. | Scan me<br>https://youtu.be/y9KfdVvSphw |
| **10** | ## Add a Product Browser<br>Create a Product Browser by clicking Config from the top bar and Product Browsers from the sub menu. Click the New Product Browser button to add a new browser or click the edit pen button to view an existing browser. | Scan me<br>https://youtu.be/4DvHwLWJc5c |
| **11** | ## Add Devices (tills)<br>Create Devices / Tills by clicking Devices from the top bar. Click the New Device button to add a new device or click the edit pen button to view an existing device. | Scan me<br>https://youtu.be/QoVAlaDnmsI |
| **12** | ## Setup Device / Till<br>Using the enrolment code generated in the previous step, setup your device / till by entering the enrolment code on the Settings screen within Register, this can be accessed by tapping the button with 3 dots on the login screen. | Scan me<br>https://youtu.be/x2KvG5n0cxk |