

Move a POS

If you have not yet created a POS, start here:

[Create a new POS](#)

IMPORTANT

Moving a POS also moves the sales data from its current location. If a machine is being relocated (without the sales history), see [Move Equipment](#)

1. Navigate to the **Accounts** page using the three-line menu
2. Select a **POS**
3. Click on the red three-dot menu and select **Edit POS**
4. Select the x next to the current location of the POS
5. Select **+ Add**
6. Select a new location
7. Click **Next**

[Video: Move a POS]