

# Adding a POS (Point of Sale) to a Route

1. Click/Tap the **three line menu button** located on the top left of your screen
2. Click/Tap the **Schedule** page
3. Click/Tap the **red circle with three dots** located at the top right of your screen
4. Click/Tap **Add POS** to open the **Add POS** page
5. Use the search bar or scroll to find the desired POS to add
6. Use the search bar or scroll to find the desired route
  - a. In **Edit Schedule** tap/click **+Add Schedule**
  - b. From here you can choose the desired start date, visit type, etc. then click/tap **Preview** to see the visits mapped in a calendar

← Edit Schedule Done

POS: Snack  
Route: 01  
Start Date: 03/31/2021 >  
End Date: Infinite >

Weeks in Rotation 1 >

S	M	T	W	T	F	S
N	N	N	N	N	N	N

Collect

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Service

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Pog Verify

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None ✓

Inventory

Preview >