

Restaurant365

Add a New Location

Location Records can be created via the Restaurant365 [Setup Assistant](#). A User with the security role of User Setup will have access to the Setup Assistant via the Administration menu.

Note: If the Location Record you are adding will be a POS Integrated Location, ensure to update the [POS Integration Settings](#) on the Location record and then contact [R365 Support](#) or your R365 Sales Rep to begin the process of adding a new POS Integrated Location. For non-POS Locations, there is no associated monthly fee.

Adding a New Location Tasks

Adding a New Location requires Users to complete setup tasks. Follow this checklist to add a New Location:

- [Create a New Location](#)
- Update the Location Record with the following [POS Integration Settings](#) (if applicable)
- Add necessary [Bank Accounts](#)
- Submit a [Support Ticket](#) to request POS Integration and Vendor Integrations for the new Location.

Note: *Submit each ticket separately (per POS and per Vendor) to ensure that the ticket is resolved efficiently.*

- Setup the operational information for the new Location, which will depend on if the Location belongs to an Existing Concept or a New Concept.

Existing Concept

- Create necessary [new Inventory Templates](#) or [Copy an Existing Template](#) for the desired template.

New Concept

- Create new [Purchased Item Records](#) that are currently not in the database
- [Map new Vendor Items](#) that will be used for invoicing.
- Create a new [Inventory Count Template](#) from the [Inventory Counts Page](#)
- Begin performing Inventory!