VendPos

VendPos Setup Guide

Installing the VendPos Sales Channel

To add the VendPos sales channel to your Channels account, kindly adhere to the following steps:

1. Access your account and go to the left side of the screen. Click the "Stores" button.
2. If you already have a store, click "View Store" on the right side of the screen to access it.
3. To edit an existing store, click the edit button on the right side. If you need to create a new store, click "+ ADD" above, name it, and use the edit button to make changes.
4. Click "+ ADD" in the Channels section to begin the installation.
5. A window will appear in the centre of the screen. Choose "VendPos" from the available channels list.
6. Provide the required information:
   - **Channel Name:** In the field provided, you can enter any name. However, it is recommended that you choose a name that has meaning to you, such as "VendPos," as it will serve as an apparent reference for the source of the order in the future.
   - **Hostname:** This is where you should enter the name of your store, as it will appear in the URL, such as "https://hostname.vendhq.com/."
7. After filling out the fields, customize other options, then click "Save" in the bottom-right corner.
8. Click "Copy Connect Link" to copy a URL. Paste it in your browser's navigation bar to reach the VendPos connection page.
9. Follow the channel connection page instructions:
   - Click "Connect."
   - Proceed with the VendPos setup by following the instructions provided in **this guide** .
10. Once connected, return to channels by clicking "Continue."
11. You'll be back in the recently installed channel. Activate it at the top of the screen using the "Is Active" button.

Congratulations! You've successfully set up your VendPos sales channel on Channels. You can now sell products on VendPos and manage orders from your Channels dashboard.



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