

## Setup – Adding / Edit Salesreps AV Ref # 690

### About:

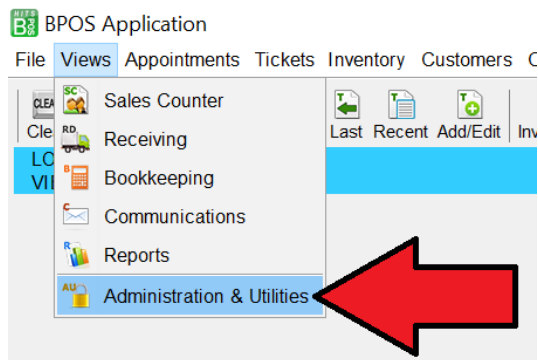
Salesreps can be added into HITS for tracking customers, tickets, and sales. Salesrep are stored in HITS by Store. If you have a Salesrep that works in multiple stores, he/ she will need to be added to each store's Salesrep list.

This document shows a System Administrator how to add/ edit a new Salesrep into the system. **This document is NOT for showing how to set Salesrep on a Workorder.**

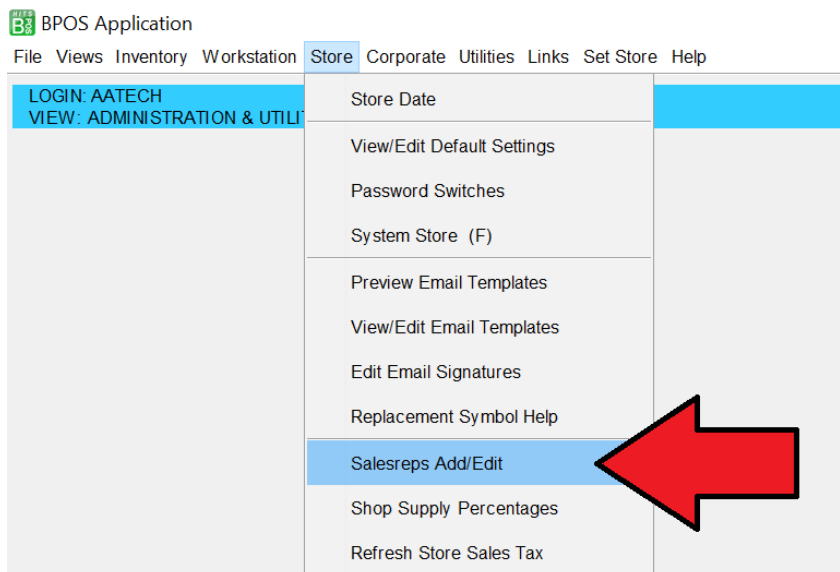
### How:

To add Salesreps by Store...

#### 1. Views > Administration & Utilities



#### 2. Store > Salesrep Add/ Edit



3. Enter your Salesreps and click **SAVE** when done.

**BPOS Application**

File Views Inventory Workstation Store Corporate Utilities Links Set Sto

LOGIN: AATECH  
VIEW: ADMINISTRATION & UTILITIES

**Salesrep Editor**

	Nickname	Full Name
Salesrep 0	HOUSE	HOUSE
Salesrep 1		
Salesrep 2		
Salesrep 3		
Salesrep 4		
Salesrep 5		
Salesrep 6		
Salesrep 7		
Salesrep 8		
Salesrep 9		
Salesrep A	A.J.	ALEX JACKSON
Salesrep B		
Salesrep C		
Salesrep D		
Salesrep E		
Salesrep F		
Salesrep G		
Salesrep H		
Salesrep I		
Salesrep J		
Salesrep K		
Salesrep L		
Salesrep M	MIKE	MIKE JACKSON
Salesrep N		
Salesrep O		
Salesrep P		
Salesrep Q		
Salesrep R	ROBERT	ROBERT BAKE
Salesrep S	STEVE	STEVE

Save

