General Business Settings

Set up business information, branding, receipt policy, currency, address, calendar, and location time zone.

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1. Business Information

Maintain the identity and contact information used by this location.

How to update your business information

Business Information identifies the location on receipts and throughout RepairNest POS. Keep it accurate so customers and employees see the correct business details.

Update the location

1. Open **Settings** and select **General**.
2. In **Business Information**, review the store name and DBA name.
3. Enter the business or license number when applicable.
4. Update the phone number, email address, and website.
5. Review the location code shown at the top of the section.
6. Save the General settings.

What each name means

- **Store name:** The primary name of this location.
- **DBA name:** The “doing business as” name used when it differs from the legal or account name.
- **Location code:** The identifying code assigned to the location. Do not replace it with a phone number or address.

Location-specific: When your organization has multiple stores, confirm that you are editing the intended location before saving.

How to update the business address

The business address helps identify the location on customer-facing documents and other areas that use location details.

Update the address

1. Open **Settings > General**.
2. Find **Business Address**.
3. Enter Address Line 1 and, if needed, Address Line 2.
4. Enter the city and postal or ZIP code.
5. Select the correct state or region.
6. Select the country.
7. Save the General settings.

Before saving

- Use the address of the location you are currently configuring.
- Choose the correct country before relying on the state or region selection.
- Review spelling and postal codes because these details may appear on customer documents.

2. Business Logo and Branding

Upload, replace, remove, generate, or improve the business logo.

How to upload, replace, or remove your business logo

Add your business logo so RepairNest POS can use the correct branding in supported customer-facing areas.

Upload a logo

1. Open **Settings > General**.
2. Find **Business Logo**.
3. Select **Upload Logo**.
4. Choose a clear PNG image from your device.
5. Review the preview.
6. Save the General settings.

Replace a logo

1. In Business Logo, select **Change Logo**.
2. Choose the replacement image and review the preview.
3. Save your changes.

Remove a logo

1. Select **Remove Logo**.
2. Confirm the preview no longer shows the old image.
3. Save the General settings.

For best results, use a clean, high-quality logo that remains readable at a small size.

How to generate or improve a logo with AI

RepairNest POS can help create a new logo or improve an existing logo with AI. Use this when you need a starting point or want to refresh the image already saved for the location.

Generate a new logo

1. Open **Settings > General**.
2. Find **Business Logo**.
3. Select **Generate Logo with AI**.
4. Describe the business, preferred style, colors, and any important symbol or wording.
5. Generate the design and review the result carefully.
6. Use the result only if it represents your business correctly.
7. Save the General settings.

Improve an existing logo

1. With a logo already saved, select **Improve Logo with AI**.
2. Describe the improvement you want, such as cleaner edges, simpler composition, or better readability.
3. Review the generated result before accepting it.
4. Save only the version you want customers to see.

Review before use: AI-generated images can contain inaccurate text, unexpected symbols, or branding that resembles another company. Confirm spelling, ownership, and suitability before saving.

3. General Policy and Currency

Configure the fallback business policy and currency display.

How to create or update the general business policy

The general policy is the location-wide fallback policy. It can appear on supported receipts even when a sale does not include a product with its own item-specific policy.

Write the policy

1. Open **Settings > General**.
2. Find **Policy & Currency**.
3. Enter the general policy in the Policy field.
4. Use plain language customers can understand.
5. Review return periods, warranty language, deposits, exchanges, and other terms that apply to the business.
6. Save the General settings.

Keep the policy useful

- Do not copy a product-specific warranty into the general policy unless it applies to every qualifying transaction.
- Keep important deadlines and exclusions easy to find.
- Review the policy whenever business practices or legal requirements change.
- Have appropriate legal or compliance guidance review the final wording when necessary.

How to generate or improve a business policy with AI

Use the AI policy tools to draft a new general policy or improve the clarity of an existing one. The result is a starting point and should be reviewed before it becomes customer-facing.

Generate a policy

1. Open **Settings > General**.
2. In **Policy & Currency**, select **Generate Policy with AI**.
3. Describe the type of business and the rules the policy should cover.
4. Include important facts such as return periods, warranty limits, deposits, exchanges, and final-sale conditions.
5. Generate the policy and read the complete result.
6. Edit anything that is inaccurate, unclear, or not applicable.
7. Save the General settings.

Improve an existing policy

1. Review the policy already in the Policy field.
2. Select **Improve Policy with AI**.
3. Ask for clearer or more customer-friendly wording without changing the intended rules.
4. Compare the new version with the original and verify that no important term was removed or changed.
5. Save only after the final wording is approved.

Business responsibility: AI assistance does not replace legal advice. Your business remains responsible for the accuracy, legality, and enforcement of the published policy.

How to change the currency symbol and its position

Choose the currency symbol shown by RepairNest POS and whether it appears before or after monetary values.

Change currency display

1. Open **Settings > General**.
2. Find **Policy & Currency**.
3. Select the required currency symbol.
4. Set the symbol position to **Front** or **End**.
5. Save the General settings.
6. Refresh the POS when prompted so the updated display is applied.

Examples

- **Front:** $25.00
- **End:** 25.00 €

This controls how the symbol is displayed. Confirm that taxes, payment processing, and accounting configuration also match the currency your business actually accepts.

4. Calendar and Time Zone

Control the business week and the time zone used by the POS location.

How to set the first day of the business week

Set the week-start day so calendars and week-based views follow the schedule used by your business.

Choose the week-start day

1. Open **Settings > General**.
2. Find **Calendar & Time Zone**.
3. Select the day your business week begins.
4. Save the General settings.

Choose the day used for your normal reporting and operating cycle. This helps employees interpret weekly calendars and date ranges consistently.

How to set the POS location time zone

The POS time zone keeps location activity aligned with the store’s business clock. It prevents the computer’s or employee’s local time zone from silently changing how the location records and displays time.

Set the location time zone

1. Open **Settings > General**.
2. Find **Calendar & Time Zone**.
3. Select the time zone where the POS location should operate.
4. Save the General settings.
5. Review time-sensitive activity after the change.

Why this matters

An owner can access an American store while traveling in Europe, or an employee can use a device configured for another region. RepairNest POS follows the saved location time zone instead of automatically adopting that device’s local time. This keeps shift activity, sales dates, alerts, and reports aligned with the store.

Before changing an active location

- Confirm the correct region and daylight-saving behavior.
- Avoid changing the time zone in the middle of an open shift unless necessary.
- Tell employees when the business clock is being changed.
- Review reports and scheduled notifications after saving.

Important: An incorrect time zone can make transactions or reports appear under an unexpected date or time. Configure each location separately.

General Business Settings overview

General Business Settings control the identity, branding, customer-facing policy, currency display, address, calendar, and business clock for the selected RepairNest POS location.

What you can configure

- **Business Information:** Store name, DBA name, license number, phone, email, website, and location code.
- **Business Logo:** Upload, replace, remove, generate, or improve a logo.
- **General Policy:** Maintain the fallback policy and use AI to draft or improve it.
- **Currency:** Choose the symbol and whether it appears before or after the amount.
- **Business Address:** Maintain street, city, state or region, postal code, and country.
- **Calendar & Time Zone:** Choose the first day of the week and the time zone followed by the POS location.

Before making changes

Confirm which location you are managing. General settings are important customer-facing and reporting controls, so review the information carefully and save only after it is accurate.

Start with How to update your business information, or go directly to the POS location time-zone guide.