LOYVERSE

Setting Up Your Shop in Loyverse Back Office

https://help.loyverse.com/help/setting-your-shop-loyverse-back · Updated April 19, 2025

Video
https://www.youtube.com/watch?v=9qjbzzXEaK8

Your Loyverse Back Office is the web-based control center that syncs seamlessly with your Loyverse POS app(Play Market or App Store). Follow these steps to configure your shop and get up and running quickly.

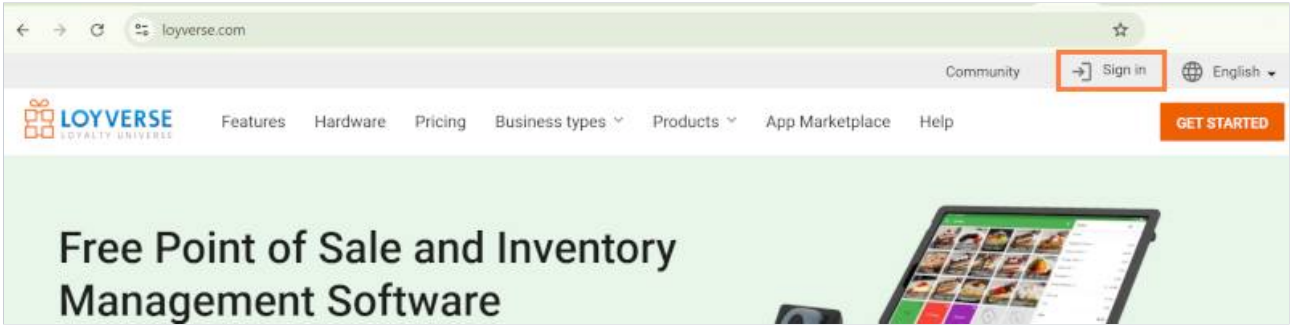
1. Recommended Browser

For the best experience, use **Google Chrome** when accessing the Back Office.

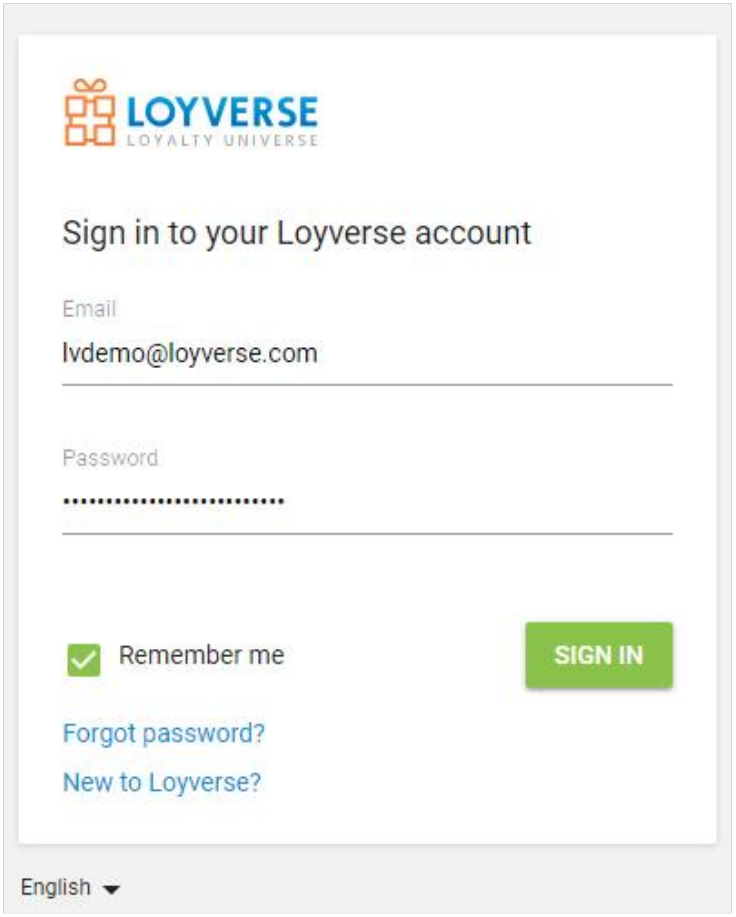
2. Log In to Back Office

Go to the Loyverse website.

Click **SIGN IN** in the top-right corner.



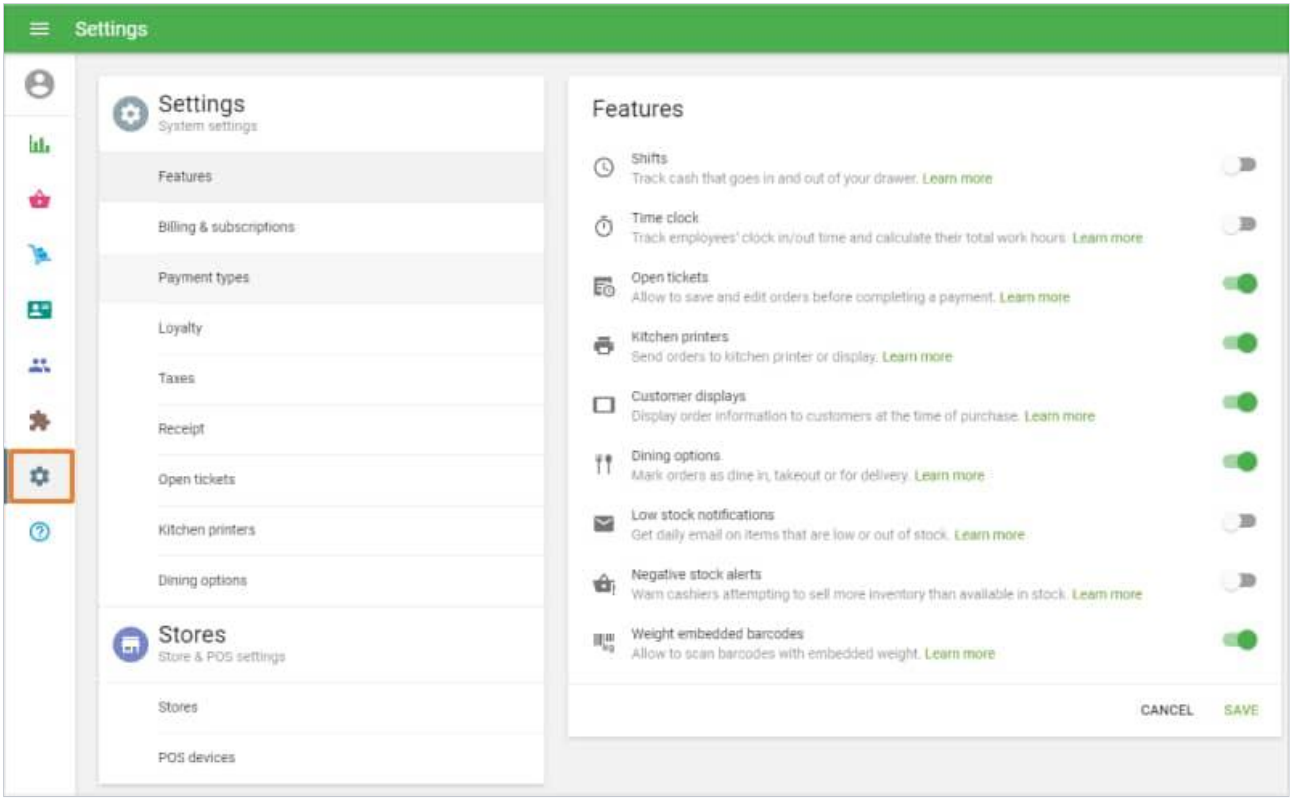
Enter the email and password you registered with.



3. Access System Settings

In the left-hand menu, click the **Settings** (⚙) icon.

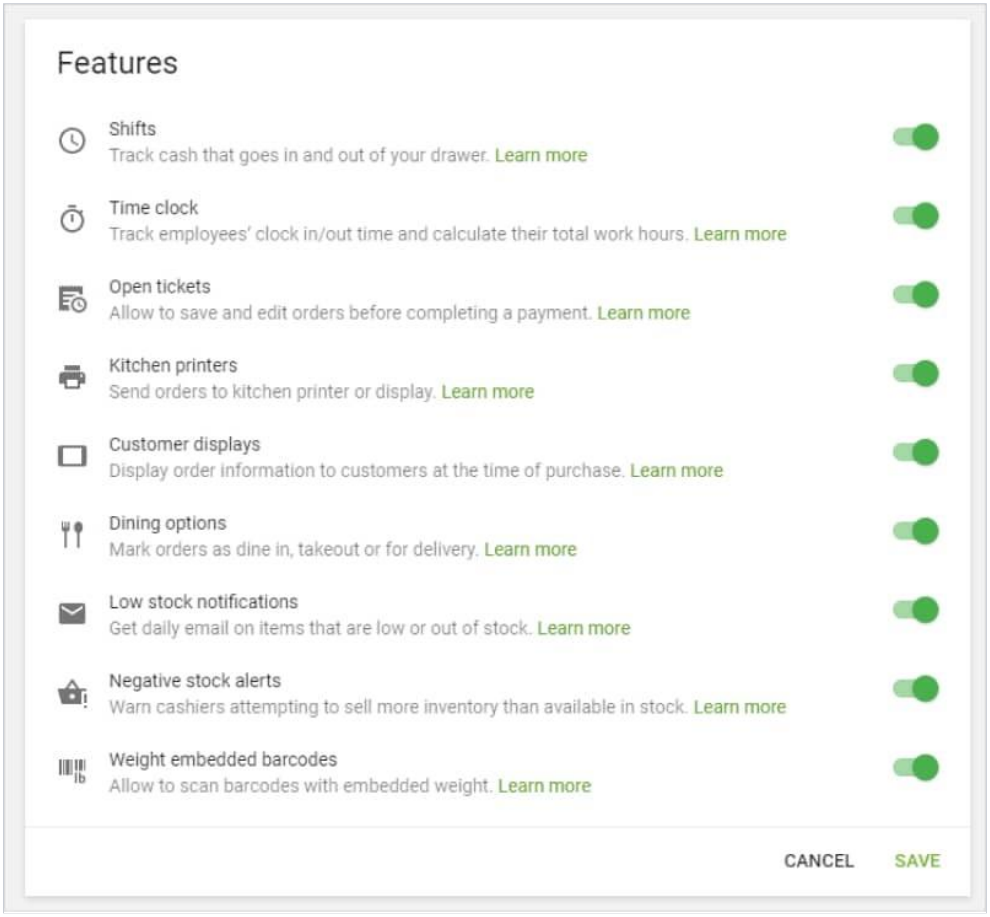
Under **System settings**, select **Features**.



4. Enable Key Features

In the **Features** section, toggle on any options you need for your business:

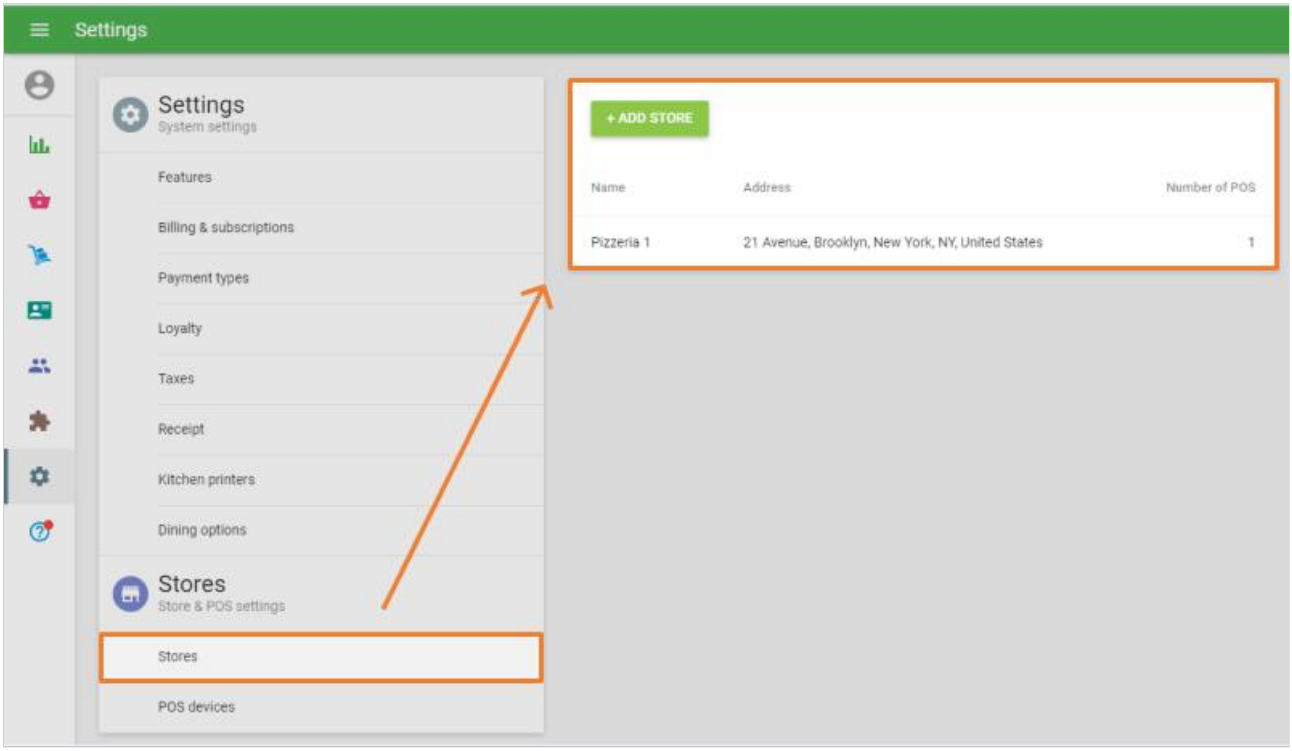
- Shifts
- Time clock
- Open tickets
- Kitchen printers
- Customer displays
- Dining options
- Low stock notifications
- Negative stock alerts
- Weight-embedded barcodes



Once you've selected your features, click **Save**.

5. Configure Store Information

In the Settings menu, select **Stores**.



Click **Add Store** (or select an existing one) and fill in:

- Store name
- Address
- Phone
- VAT number
- Description

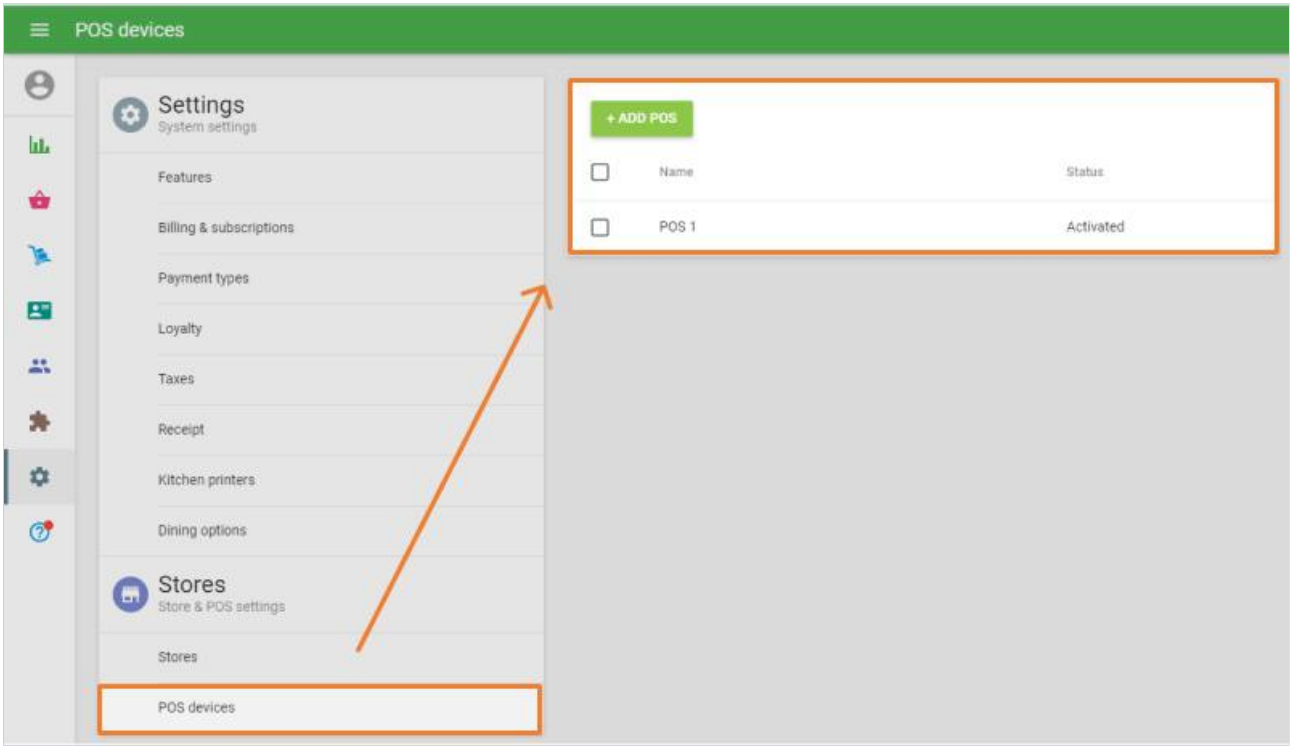
This information will appear on the store receipts.

Click **Save**.

Tip: If you operate multiple locations, repeat this step for each store.

6. Add POS Devices

Under **Stores**, choose **POS Devices**.



Click **Add POS**.

Enter a name for the register (e.g., “Front Counter”) and assign it to the appropriate store.

Click **Save**.

Note: Each POS you add here will be available to connect in your Loyverse POS app.

7. Next Steps in the POS App

With your Back Office setup complete, switch to the Loyverse POS app to:

- **Add items** and categories
- **Start selling** to customers

Your Back Office and POS app work together in real time—any changes you make online will appear instantly on your devices. Enjoy managing your shop more efficiently with Loyverse!

See also:

How to Manage Account Settings in the Back Office

How to Add Logo to the Receipts

How to Change/Recover Your Password for the Back Office

How to Exit from Back Office

[How to Sign out from Loyverse POS]

[How to Set the Currency]

[How to Cancel Receipts]