



POS Maintenance



Maintenance tab allows you to view margin report and manage users and their privileges.



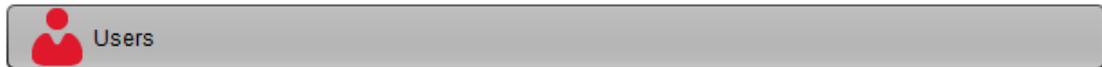
Function 1: Create/Manage Users

Create a user.

Maintenance

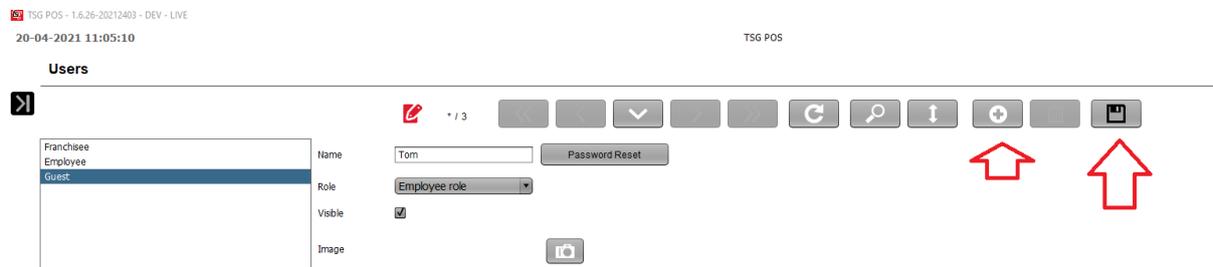


Point Of Sale



Step 1 Click Maintenance and Users.

Step 2 Click "+", enter a new username. E.g. Tom and select employee role. Tick the box for "visible". And save it.



Now, new User Tom has been created.

How do I set/reset password for each user?



Click password reset, type the old password (If the password has not been set up before, just click OK). Type the new password and click Ok. Type the password again to confirm. Save the setting.

Password

New Password

CE -

7^P_{RS} 8^T_{UV} 9^W_{XYZ}

4^G_{HI} 5^J_{KL} 6^M_{NO}

1 2^A_{BC} 3^D_{EF}

0 .

123

OK Cancel

Now if you try to login to Tom's account , you will need to enter a password .

Tom

Tom

What do I do with Users that no long works here?

Untick the Visible box in user setting and save.

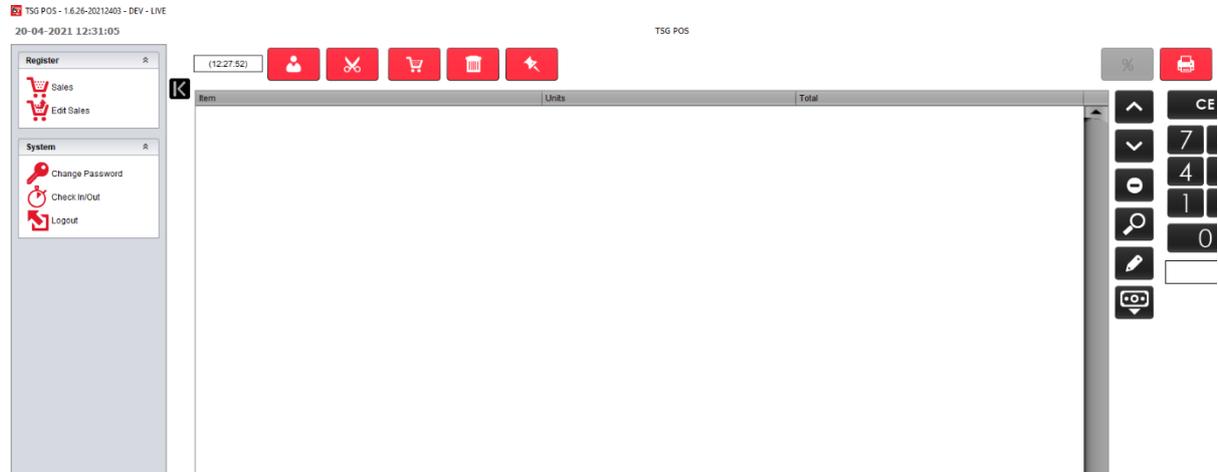
Name

Role

Visible

Function 2: Manage user privileges.

As Tom is under employee role, he only has limit access to the POS. He is not allowed to give customer discount using the % button as the button has been grey out. But we can change his privileges by editing Employee Role's permission.

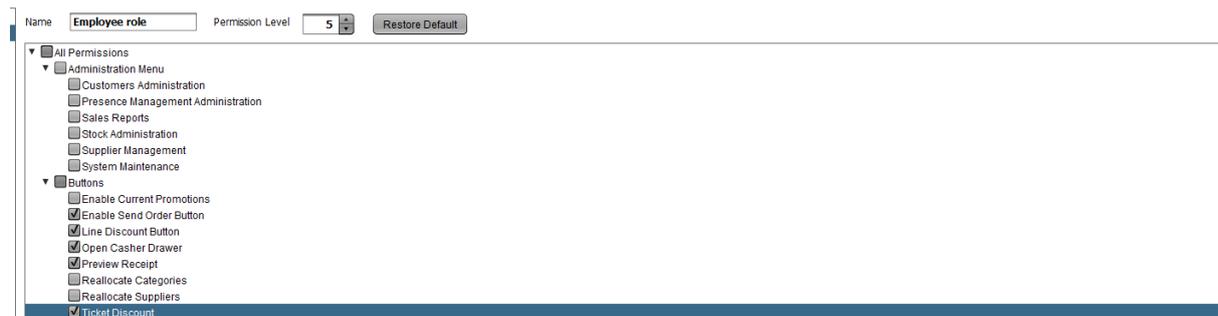


Step 1 Now go to Maintenance - Roles.



Step 2 Select Employee role

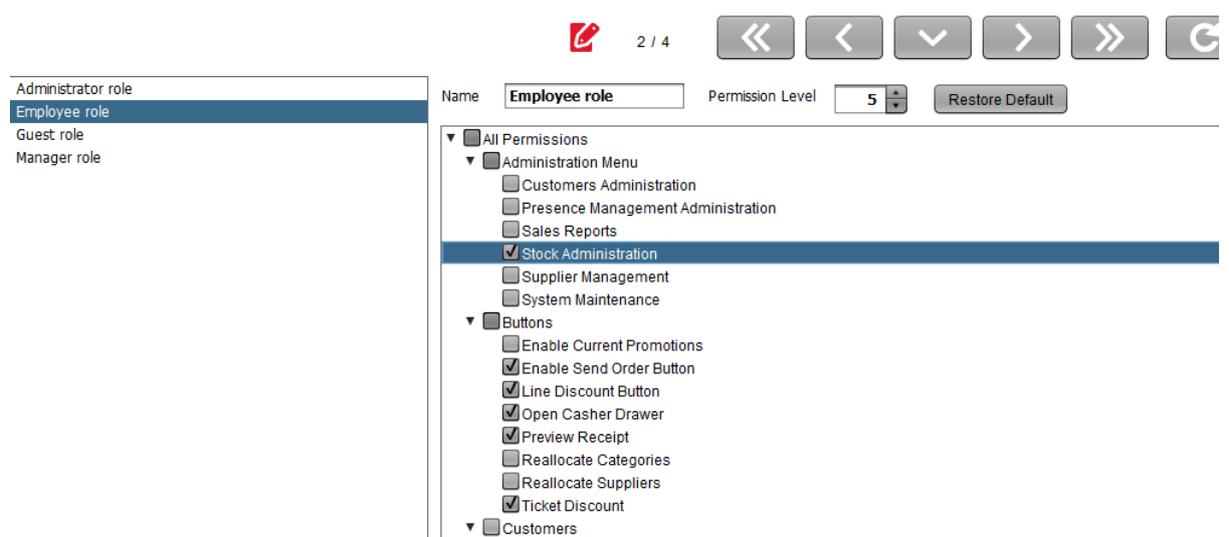
Select "Ticket Discount", tick the box beside it. Save it.



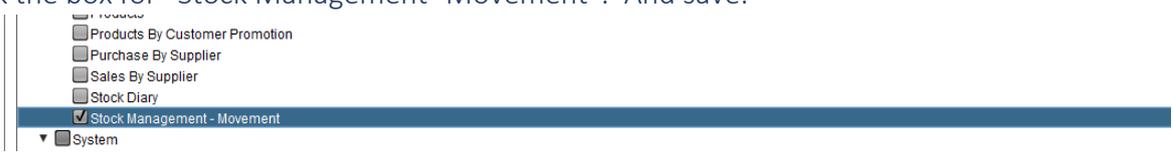
Now log into Tom's account. The % discount button is now available.



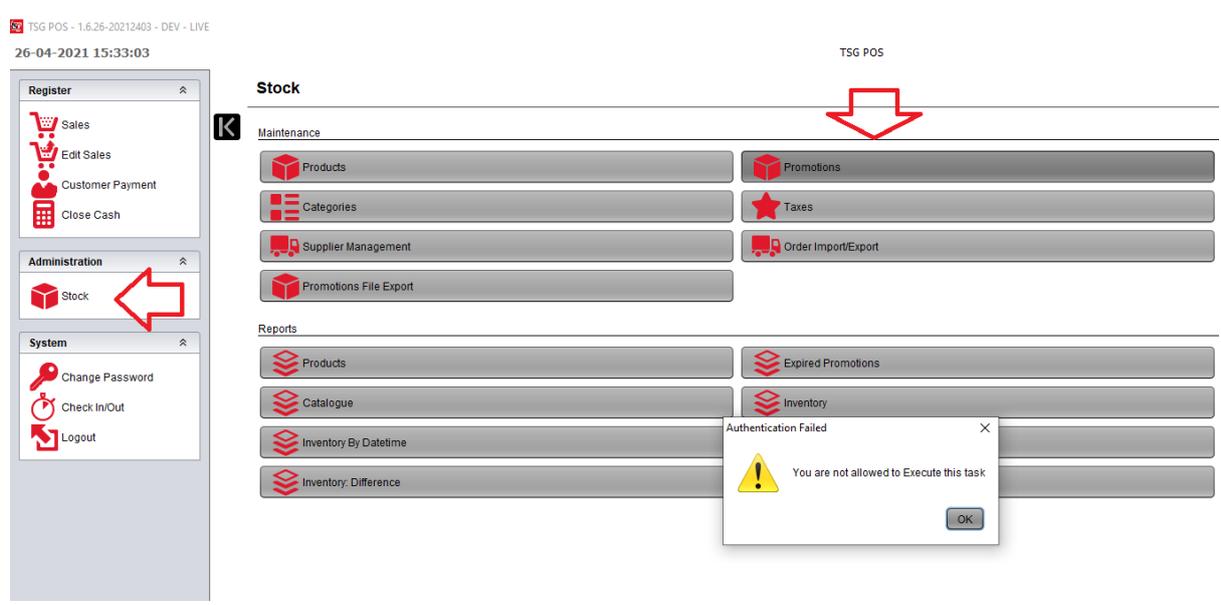
Another example. We would like Tom to manage stock for us so we will provide him access to stock control.



Tick the box “Stock administration” and save. Scroll down to Stock section in the same page, tick the box for “Stock Management -Movement”. And save.



Log in as Tom. Now Tom will be able to see the stock tab on the left of the menu and access the Stock Movement section but not the other functions. Otherwise, a message will pop up “You are now allowed to Execute this task “



Function 3: System Log.

User will be able to see margin changes in this report.

Maintenance

Point Of Sale

Users Roles

Reports

Users System Log



System Log

Printed:
14/10/2020 10:18 AM

Period: 01/10/2020 - 14/10/2020

Module	Event	User	Date
Products	Applied 2.99% margin to all products in sub category ALP25	Franchisee	14/10/2020 10:17:57 AM
Products	Applied 126.19% margin to all products in category AROMA	Franchisee	14/10/2020 10:17:45 AM
Categories	Updated default margin of CIGAR from 15.0% to 14.0%	Franchisee	14/10/2020 10:17:30 AM
Categories	Set supplier margin of CGPKT to 1.0% from supplier PML	Franchisee	14/10/2020 10:17:12 AM
Categories	Set supplier margin of CGPKT to 3.0% from supplier BATA	Franchisee	14/10/2020 10:17:12 AM
Categories	Removed supplier margin of CGPKT from supplier Tabsol	Franchisee	14/10/2020 10:17:12 AM
Categories	Set supplier margin of CGPKT to 2.0% from supplier Imperial	Franchisee	14/10/2020 10:17:12 AM
Categories	Set supplier margin of CGPKT to 4.0% from supplier Richland	Franchisee	14/10/2020 10:17:12 AM
Categories	Updated default margin of TOBAC from 10.0% to 15.0%	Franchisee	14/10/2020 10:17:01 AM
Categories	Updated default margin of CGPKT from 8.0% to 10.0%	Franchisee	14/10/2020 10:16:52 AM
Categories	Updated default margin of CGCTN from 5.0% to 6.0%	Franchisee	14/10/2020 10:16:47 AM