

# HelpSheet012.

## Maintaining & Updating Users.



To create new users on KCPOS, you will need to log in to the KCPOS Administrator. If you only want users to be able to log on to one of your sites then you will need to log in to the Branch they are to log in at.

Once logged in to administrator go to 'Users'.

You can select to add, edit or delete records from the toolbar at the top.



Enter a User ID, which will appear on the receipt

Specify a password & / or a Magstripe code for your till depending on what you use.

A password/pin numbers are used if you do not have a card read or dallas keys.

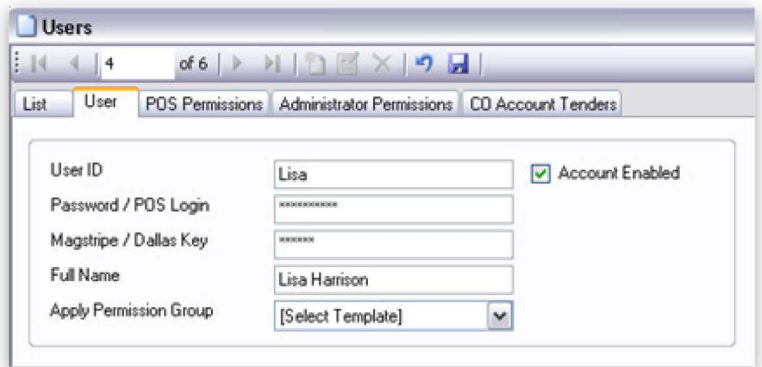
Magstripe / Dallas Key field should be completed if you uses cards or keys specify the appropriate code in both fields.

Enter the users full name.

If you were using templates for you user permissions select the permission group form the list.

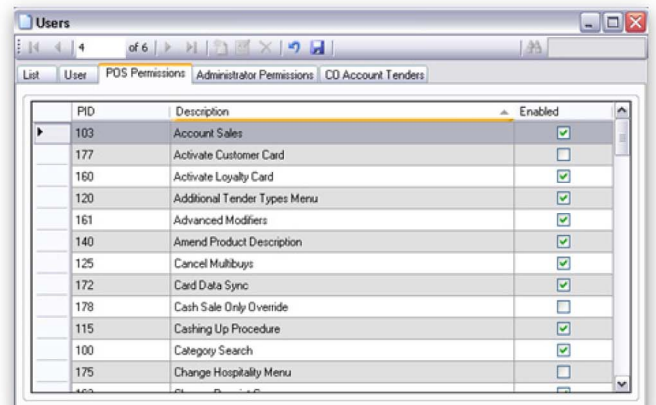
Other wise select the POS Permissions tab and select the items the operator should have access to.

If this user needs access to user maintenance, receipt reprinting or zread viewing in administrator go to the Administrator Permission tab.



The screenshot shows the 'Users' form with the following fields:

- User ID: Lisa
- Password / POS Login: [Redacted]
- Magstripe / Dallas Key: [Redacted]
- Full Name: Lisa Harrison
- Apply Permission Group: [Select Template]
- Account Enabled:



PID	Description	Enabled
103	Account Sales	<input checked="" type="checkbox"/>
177	Activate Customer Card	<input type="checkbox"/>
160	Activate Loyalty Card	<input checked="" type="checkbox"/>
120	Additional Tender Types Menu	<input checked="" type="checkbox"/>
161	Advanced Modifiers	<input checked="" type="checkbox"/>
140	Amend Product Description	<input checked="" type="checkbox"/>
125	Cancel MultiBuys	<input checked="" type="checkbox"/>
172	Card Data Sync	<input checked="" type="checkbox"/>
178	Cash Sale Only Override	<input type="checkbox"/>
115	Cashing Up Procedure	<input checked="" type="checkbox"/>
100	Category Search	<input checked="" type="checkbox"/>
175	Change Hospitality Menu	<input type="checkbox"/>