

Staff Logins

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Category	BOS General
Course	Security
Version	1.0
Client	Generic
Software	2.12.100

Staff logins control the functions that an operator can use on a register and a mobile scanning device.

Procedure to Create a New Operator Account

Hints and Tips

- ✓ Run the **Listing –Operator** report to view the level of access assigned to each operator. This report is located in the **Reports** menu -> **Maintenance**.
- ✓ Contact the Help Desk to configure:
 - the permissions assigned to each level of access
 - the password security settings (expiry, length etc).
- ✓ **POS Staff Type** gives access to the register and a mobile scanning device:
 - **Operator:** restricted POS and all Telnet functions.
 - **Supervisor:** all POS functions and all Telnet functions.
 - **Non-Operator:** no POS access, only all Telnet functions.
- ✓ **PDA Staff Type** gives access to the WEB application on a mobile scanning device:
 - **Operator Full:** all functions.
 - **Operator Min:** restricted functions (as configured for your business).
 - **Operator Non:** no access.
- ✓ You must click **Update** to activate the operators' access.


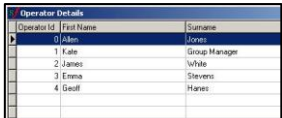
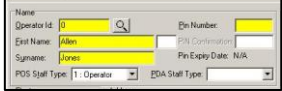


1.	From the BOS Tools menu, select Operator Details . <i>*Or click the Operator Details icon.*</i>	
2.	Click New .	
3.	In the Operator ID field, type a unique number to identify the operator.	
4.	In the Pin Number field, type a confidential password. <i>*The length and characters required are set up in POS Config -> Security -> Password Settings.*</i>	
5.	In the PIN Confirmation field, re-type the confidential PIN. <i>* A warning message is displayed if there is a discrepancy between the Pin number.*</i> <i>*The Pin Expiry Date populated is configurable, and can be disabled in POS Config.*</i>	
6.	In the First Name field, type the operator's name.	
7.	In the Surname field, type the operator's surname.	
8.	In the POS Staff Type , select the required level of POS access (<i>See Hints and Tips</i>).	
9.	In the PDA Staff Type , select the required level of access (<i>See Hints and Tips</i>).	
10.	In the Float field, select: <ul style="list-style-type: none"> • Standard float for register accountability • Cash Float Amount \$ for operator accountability. <i>*A default float amount is configurable.*</i>	
11.	Complete any other optional fields required.	
12.	Click Save .	
13.	Click Update POS . <i>*The Operator ID is now recognised.*</i>	
14.	Click Close when finished.	

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Procedure to Edit or Delete an Operator Account

Hints and Tips

- ✓ You can't delete an operator if there's sales history linked to them; this is only cleared if your business does purging.
 - You can re-use the operator ID of someone who has left (changing all the other details), but it's recommended that you wait a few months so that there's a clear line of separation.
- ✓ Use POS Staff Type **Non-Operator** to disable an operator, if you don't want to (or can't) permanently delete their record.
- ✓ You must click **Update** to update the operators' access.

<p>1. From the BOS Tools menu, select Operator Details. *Or click the Operator Details icon*.</p>	
<p>2. Click the required operator. *The operator details are populated in the fields*.</p>	
<p>3. To: edit details then: go to step 4. delete an operator go to step 5.</p>	
<p>4. Complete the following steps to edit an operators details:</p> <ul style="list-style-type: none"> • Click in the applicable field, and overtype a new value. • Click Save. • Click Update. The changes are effective. • Click Close when finished. 	 
<p>5. Complete the following steps to delete an operator:</p> <ul style="list-style-type: none"> • Click Delete. A confirmation message is displayed. • Click Yes to process, or No to cancel. • Click Update. The account is deleted. • Click Close when finished. 	