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Category	Technical
Course	POS Config.
Version	1.0
Client	Generic
Software	2.18.0.0

# Configure Supervisor Cards

SUREfire POS can be configured to accept a supervisor scan card, instead of key-entered credentials when POS prompts for supervisor intervention (for price changes, refunds etc).

## Procedure to Configure Scan Supervisor Cards

### Hints and Tips

- ✓ Important: Once scan authorisation is enabled, you cannot type your supervisor PIN anymore at POS, it can only be scanned for all functions that prompt for authorisation at POS.
  - This setting only applies to the supervisor invention prompt; a supervisor will still key-enter their login details if they sign in as a POS Operator.
- ✓ Supervisor Card Design:
  - Print the cards using red paper; this makes it difficult to unlawfully reproduce.
  - The barcodes must be printed in code 39 barcode format, so they can be read by your scanner scales at POS.
- ✓ Information on the cards:
  - **Card front:** a barcode representing your numeric 'Operator ID'. You can also print the ID number, to help identify each card.
  - **Card back:** only have a barcode printed which represents the 'PIN Number' for the supervisor.
- ✓ PIN Numbers:
  - We recommend that you set PIN numbers to a 4+ digit alphanumeric string, as this is more secure - eg: '1234A'.
- ✓ The configuration is applied to the registers when File Transfer next runs and the operator logs off/on; if made at Head Office, this occurs after HOS Export/Import runs.

1.	<p>Arrange to have Supervisor Cards printed. You can use a professional printer or create the cards yourself.</p> <p><i>*See Hints and Tips for the card design.*</i></p> <p><i>*We recommend you only print a trial batch first, to ensure the process of scanning instead of typing authorisation works well for your business.*</i></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>To:</th> <th>then:</th> </tr> </thead> <tbody> <tr> <td>Outsource printing</td> <td>Contact a digital print company to print your cards. Recommended Melbourne based providers:                             <ul style="list-style-type: none"> <li>- DM Central (03) 9999 1444 - small volume orders</li> <li>- Alpha Printing (03) 8586 0300- higher volume orders</li> </ul> </td> </tr> <tr> <td>Print the cards yourself</td> <td>Download freeware barcode maker software. Choose CODE39. Print the card front on red card. Print the card back on red card. Laminate the cards.</td> </tr> </tbody> </table>	To:	then:	Outsource printing	Contact a digital print company to print your cards. Recommended Melbourne based providers: <ul style="list-style-type: none"> <li>- DM Central (03) 9999 1444 - small volume orders</li> <li>- Alpha Printing (03) 8586 0300- higher volume orders</li> </ul>	Print the cards yourself	Download freeware barcode maker software. Choose CODE39. Print the card front on red card. Print the card back on red card. Laminate the cards.	
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2.	<p>Update POS Config so that POS accepts scanned supervisor cards. Go to System   Location Setup   Configure. Select Security tab   System Security tab. Select <b>Scan Supervisor Authorisation</b>.</p> <p><i>*Remember, you'll be unable to key-enter the Supervisor code at POS once scanning is enabled.*</i></p>							
3.	<p>If you changed the supervisor ID and/or PIN number for increased security, remember to update the supervisors Employee ID and PIN Number in SUREfire BOS <b>Operator Details</b> screen, to match the printed cards.</p>							
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