How to create new user?

Step 1 : Click the login button



Step 2 : go to User List



Step 3 : press and New Button to create new user.

| au User List | | |
|---------------------------|---------------|--|
| Login ID | Name | |
| ADMIN | ADMIN | |
| CASHIER | CASHIER | |
| | | |
| | | |
| | | |
| | | |
| | | |
| <u>PN</u> ew <u>E</u> dit | Delete Delete | |

How to set user login password? And access right setting?

| au User List | |
|--------------|---------|
| Loain ID | Name |
| ADMIN | ADMIN |
| CASHIER | CASHIER |
| | |
| | |
| | |
| | |
| | |
| <u>New</u> | Delete |

Step 3 : to reset admin password , highlight on the users name and click on EDIT button

Step 3a : Click on reset password button to reset your ADMIN password

Step 3b : set your access right Yes / No accordingly.

| 🖉 User Detail | | | | × |
|--------------------------------|--------------------------------------|---------------------------|-------------|-------------|
| Login ID | ADMIN |] | | |
| Full Name | ADMIN | <u></u> | | |
| Sex | Male Female | | | ▲ Previous |
| Address | | | | V Next |
| Tel # | | | | Α. |
| Hand Phone# | | | | New |
| Remark | | | | <u>√о</u> к |
| | | | | Cancel |
| 3b | Acesss Rights | ; | | |
| POS | Stock Item | Counter | Others | |
| ✓ is Cashier | ⊠ is Promoter ☑ Advance Commissio | Commisi | on 2.00 🛉 % | |
| Allow Discount | Allow Discount on Sell (Maximum) | | 100.0 🔹 % | |
| Allow Sell below | Allow Sell below cost | | | 3a Reset |
| Allow Sell Below Minimum Price | | | | Jussian |
| Direct Open Cash Drawer | | | [ALT]+[F12] | Clone |
| Void Cash Sale | Void Cash Sales & Chg.Payment type | | | |
| Refund Item (C | Refund Item (Quantity : -1) | | | |
| Post to SQLAc | Post to SQLAccounting | | | |
| Access Debtor | List | ⊙ <u>Y</u> es⊖ <u>N</u> o | | |
| | | | | |