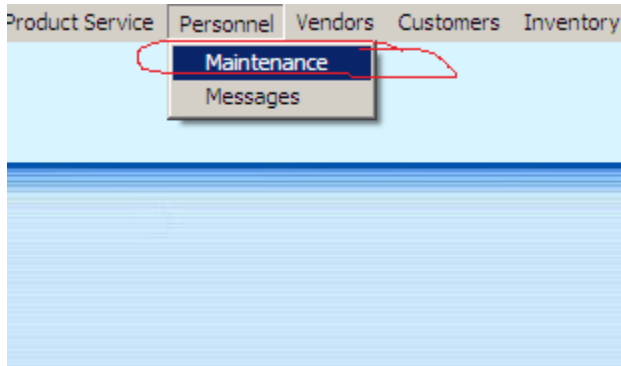





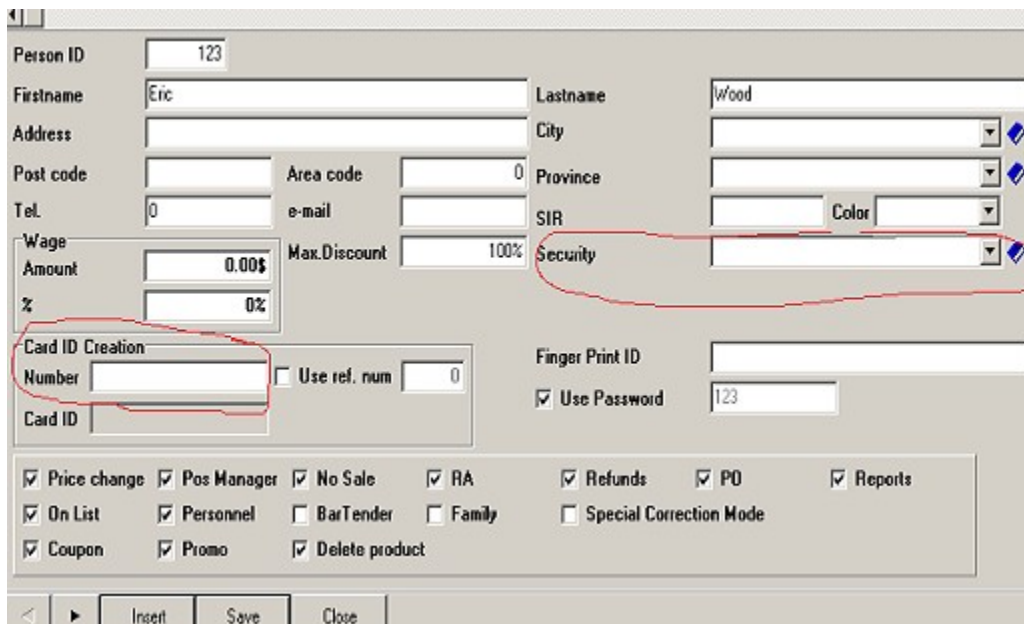
# Personnel

## On the Till's Computer:

1) Open POS Manager -> Personnel -> Maintenance



- 2) To Add new record, press   
To Update the record: hi-light an press  or <Enter> button  
To Delete the record : hi-light and press  or <Del> button

A screenshot of the Personnel Maintenance form. The form contains various input fields and checkboxes. The 'Person ID' field is filled with '123'. The 'Firstname' field is 'Eric' and the 'Lastname' field is 'Wood'. The 'Address' field is empty. The 'City' field is a dropdown menu. The 'Post code' field is empty, and the 'Area code' field is '0'. The 'Province' field is a dropdown menu. The 'Tel.' field is '0' and the 'e-mail' field is empty. The 'SIR' field is a dropdown menu. The 'Wage Amount' field is '0.00\$' and the 'Max. Discount' field is '100%'. The 'Security' field is a dropdown menu, highlighted with a red circle. The 'Card ID Creation' section has a 'Number' field, a 'Use ref. num' checkbox, and a 'Card ID' field. The 'Finger Print ID' field is empty. The 'Use Password' checkbox is checked, and the password field is '123'. There are several checkboxes for permissions: Price change, Pos Manager, No Sale, RA, Refunds, PO, Reports, On List, Personnel, BarTender, Family, Special Correction Mode, Coupon, Promo, and Delete product. The bottom of the form has navigation buttons: '<', '>', 'Insert', 'Save', and 'Close'.

3) Enter:

- Person ID
- First Name
- Last name
- Security : select from the Drop down Box

4) Put the CURSOR to the "Card ID Number" Edit Box and swipe the card!

5) Press <Save>