

## 1



To Add or edit employees, you must go to [Manager Mode](#).

1. Select **Show More Options Button** (F2)
2. Select **Manager Mode Button** (F9)

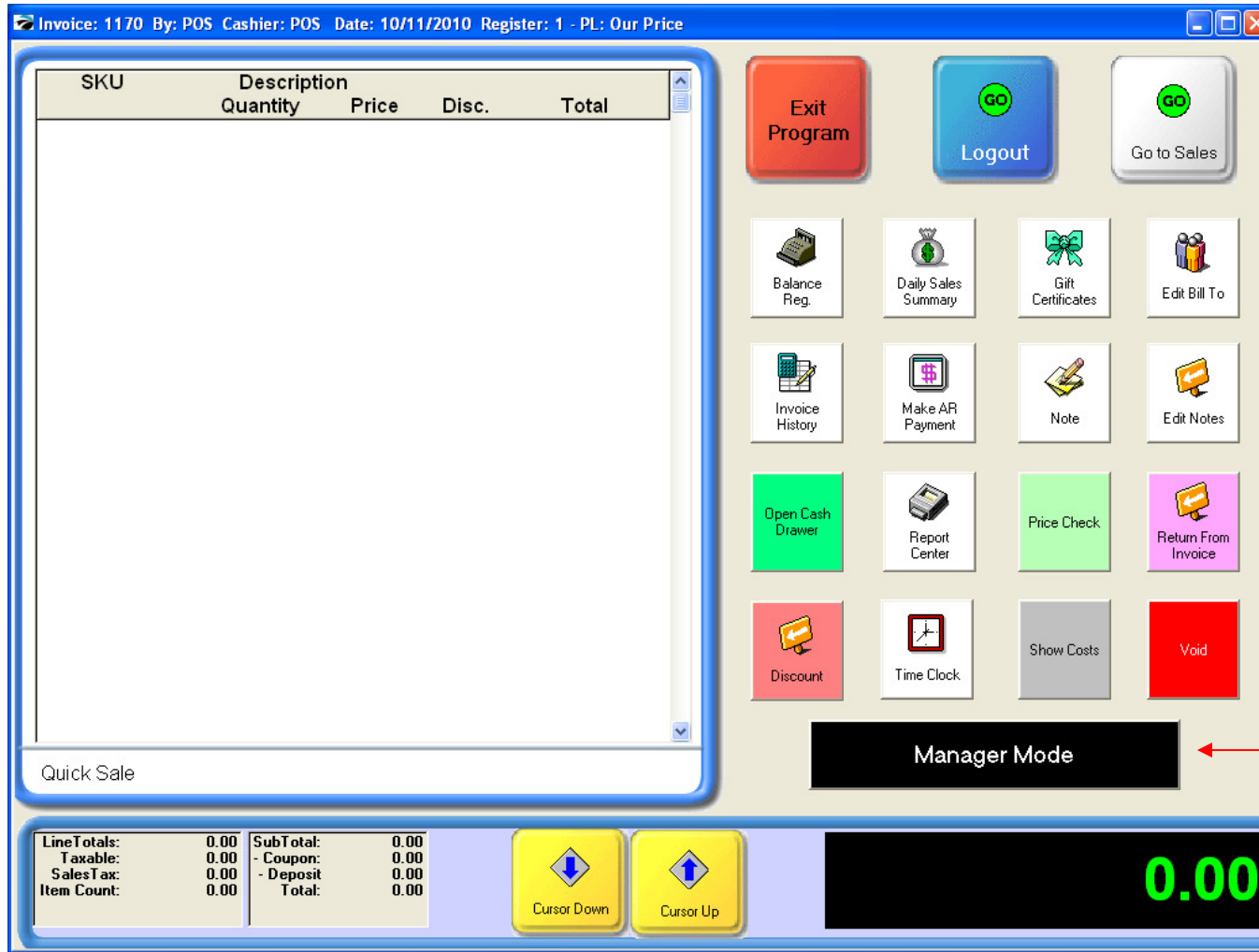
(NOTE: Only teachers & Managers will have access to Manager Mode)



To Add or edit employees, you must go to [Manager Mode](#).

- ## 1. Touch Manager Button

# Employees

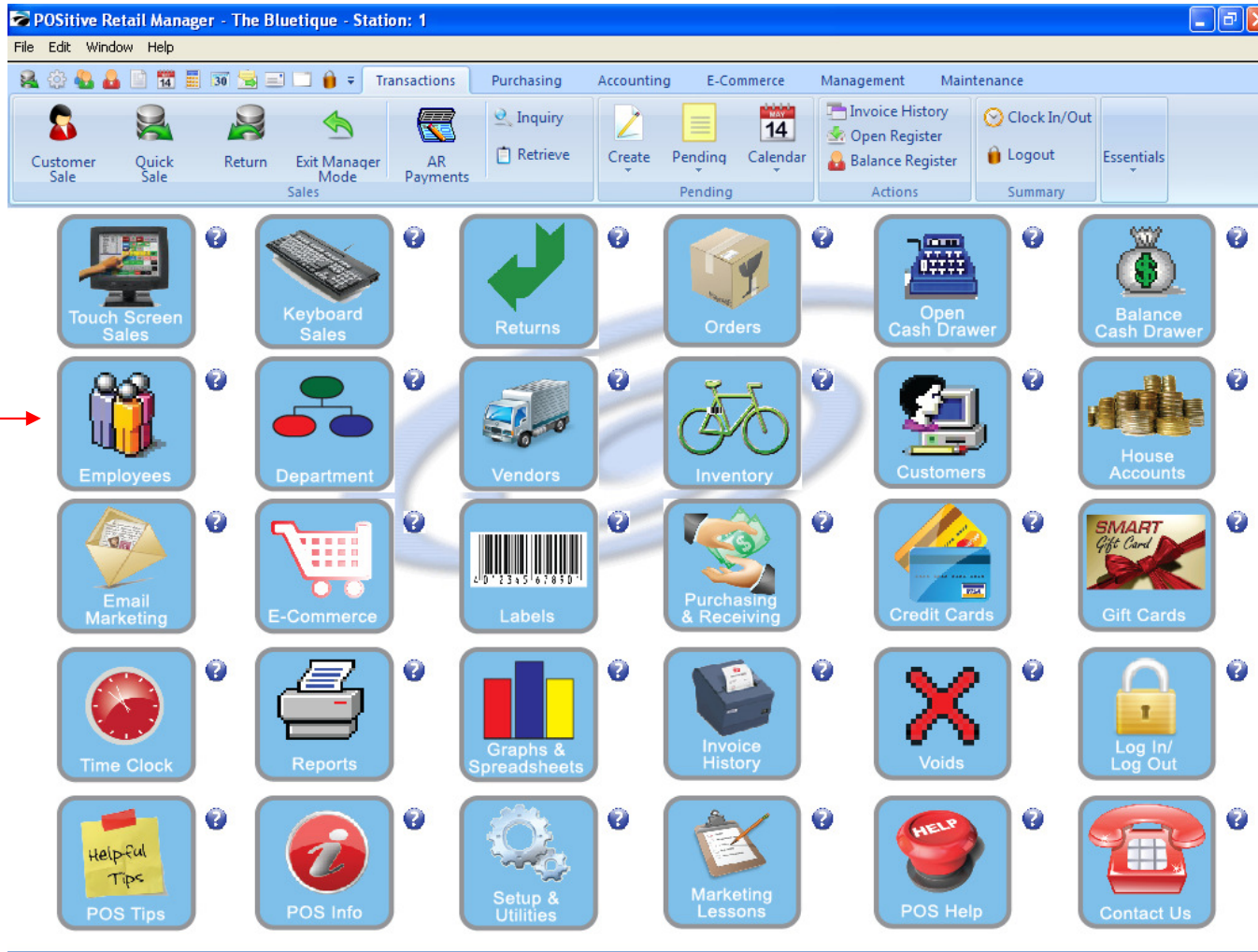


## ON MANAGER BUTTON SCREEN:

1. Touch Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

# Manager Mode (Employees)



## IN MANAGER MODE:

To Add, Edit, or Delete employees:

1. Select or Touch Employees Button

# Employees

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Employee File

View

Detail

Mail Groups

Security

Notes

E-Mail Settings

Activity Log

Actions

Print

Locate:  go! ?

Close

ID	Employee Name	Phone	Status
TC	Touch-Screen Cashier		Active
POS	Teacher-Admin		Active
SM	Student Manager		Active
KC	Student Cashier		Active
JAS	John Allen Smith		Active

Display

☒ Active Only

☐ Inactive Only

☐ Active and Inactive

Add Edit Delete

Employee Detail

Sales ID: TC ☒ Active Password:

Salesname: Touch-Screen Cashier Verify Password:

Address: 5th Hour Assigned Register #: 0

City/St/Zip:

Phone:

Invoice Name: Touch-Screen Cashier

Security Group: Unassigned Student-Cashier Student-Manager Teacher-Admin

Card Swipe:

When logging in at program start:

☒ Display Touch Screen Only

☐ Give option (Touch Screen or PRM)

☐ Display PRM ☐ Launch Invoice On Start

POSitive Connect

Login ID:

Password:



## Employee List:

See List of Example Employees

- Several Employee types are already added: Cashier (Touch Screen & Keyboard), Manager & Teacher. (Teacher has the highest privilege level)



# Employees

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

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Locate:  go! ?

ID	Employee Name	Phone	Status
TC	Touch-Screen Cashier		Active
POS	Teacher-Admin		Active
SM	Student Manager		Active
KC	Student Cashier		Active
JAS	John Allen Smith		Active

Display

☒ Active Only

☐ Inactive Only

☐ Active and Inactive

Add Edit Delete

Employee Detail

Sales ID: TC ☒ Active Password:

Salesname: Touch-Screen Cashier Verify Password:

Address: 5th Hour Assigned Register #: 0

City/St/Zip:

Phone:

Invoice Name: Touch-Screen Cashier

When logging in at program start:

☒ Display Touch Screen Only

☐ Give option (Touch Screen or PRM)

☐ Display PRM ☐ Launch Invoice On Start

Security Group: Unassigned Student-Cashier Student-Manager Teacher-Admin

Card Swipe:

POSitive Connect

Login ID:

Password:



## Employee List:

To Add a Touch Screen Cashier

1. Highlight a similar employee (Touch Screen Cashier)
2. Click Add

# Employees

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Employee File

View

Detail

Mail Groups

E-Mail Settings

Actions

Save

Cancel

Locate:  go! ?

ID	Employee Name	Phone	Status
TC	Touch-Screen Cashier		Active
POS	Teacher-Admin		Active
SM	Student Manager		Active
KC	Student Cashier		Active
JAS	John Allen Smith		Active

Display

☒ Active Only

☐ Inactive Only

☐ Active and Inactive

Save Cancel

Employee Detail

Sales ID:  APB ☒ Active

Salesname:  April Baker

Address:  3rd Hour

City/St/Zip:

Phone:

Invoice Name:  April Baker

Security Group:  Student-Cashier

Student-Manager

Teacher-Admin

Card Swipe:

Password:  xxx

Verify Password:  xxx

Assigned Register #:  0

When logging in at program start:

☒ Display Touch Screen Only

☐ Give option (Touch Screen or PRM)

☐ Display PRM ☐ Launch Invoice On Start

POSitive Connect

Login ID:

Password:



## Employee List:

To Add a Touch Screen Cashier employee

1. Choose an alpha ID (up to 3 characters). Use Student's initials.
2. Add Students Name
3. Add hour you have student
4. Highlight preferred Security Group
5. Use Sales ID as password (Confirm)
6. Make sure Display Touch Screen Only is selected

# Employees

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Sales AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Employee File

View

Detail

Mail Groups

E-Mail Settings

Actions

Save

Cancel

Locate:  go! ?

ID	Employee Name	Phone	Status
TC	Touch-Screen Cashier		Active
POS	Teacher-Admin		Active
SM	Student Manager		Active
KC	Keyboard Cashier		Active
JAS	John Allen Smith		Active

Display

☒ Active Only

☐ Inactive Only

☐ Active and Inactive

Save Cancel

Employee Detail

Sales ID:  GPW ☒ Active

Salesname:  Gary Wolf

Address:  4th Hour

City/St/Zip:

Phone:

Invoice Name:  Gary Wolf

Security Group:  Student-Cashier

Student-Manager

Teacher-Admin

Card Swipe:

Password:  xxx

Verify Password:  xxx

Assigned Register #:  0

When logging in at program start:

☐ Display Touch Screen Only

☐ Give option (Touch Screen or PRM)

☒ Display PRM ☒ Launch Invoice On Start

POSitive Connect

Login ID:

Password:



## Employee List:

To Add a Keyboard Cashier employee

1. Choose an alpha ID (up to 3 characters). Use Student's initials.
2. Add Students Name
3. Add hour you have student
4. Highlight Preferred Security Group
5. Use Sales ID as password (Confirm)
6. Make sure Display PRM and Launch Invoice on Start are selected



# Employees

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

**Employee File**

View

- Detail
- Mail Groups
- Security
- Notes
- E-Mail Settings
- Activity Log

Actions

- Print

Locate:  go! ? ↶

ID	Employee Name	Phone	Status
TC	Touch-Screen Cashier		Active
POS	Teacher-Admin		Active
SM	Student Manager		Active
KC	Student Cashier		Active
JAS	John Allen Smith		Active

Display

- ☒ Active Only
- ☐ Inactive Only
- ☐ Active and Inactive

Add Edit Delete

**Employee Detail**

Sales ID: TC ☒ Active Password:

Salesname: Touch-Screen Cashier Verify Password:

Address: 5th Hour Assigned Register #: 0

City/St/Zip:

Phone:

Invoice Name: Touch-Screen Cashier

Security Group: Unassigned Student-Cashier Student-Manager Teacher-Admin

Card Swipe:

When logging in at program start:

- ☒ Display Touch Screen Only
- ☐ Give option (Touch Screen or PRM)
- ☐ Display PRM ☐ Launch Invoice On Start

POSitive Connect

Login ID:

Password:



## Print Employee List:

In Employee Manager:

1. Select Print & Choose Print List
2. You may preview or print your employee list

# Employees

**Report Preview**

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
✓ 1	8,008

**Employee List**  
*Confidential*

ID	Name	Address	City/State/Zip	Phone
APB	April Baker	3rd Home		
GPV	Gary Wolf	4th Home		
IAS	John Allen Smith	3rd Home		
EC	Keyboard Carlier	3rd Home		
SM	Student Manager	1st Home		
PCF	Teacher Adams			
IC	Teacher Steven Carlier	5th Home		

Page: 1

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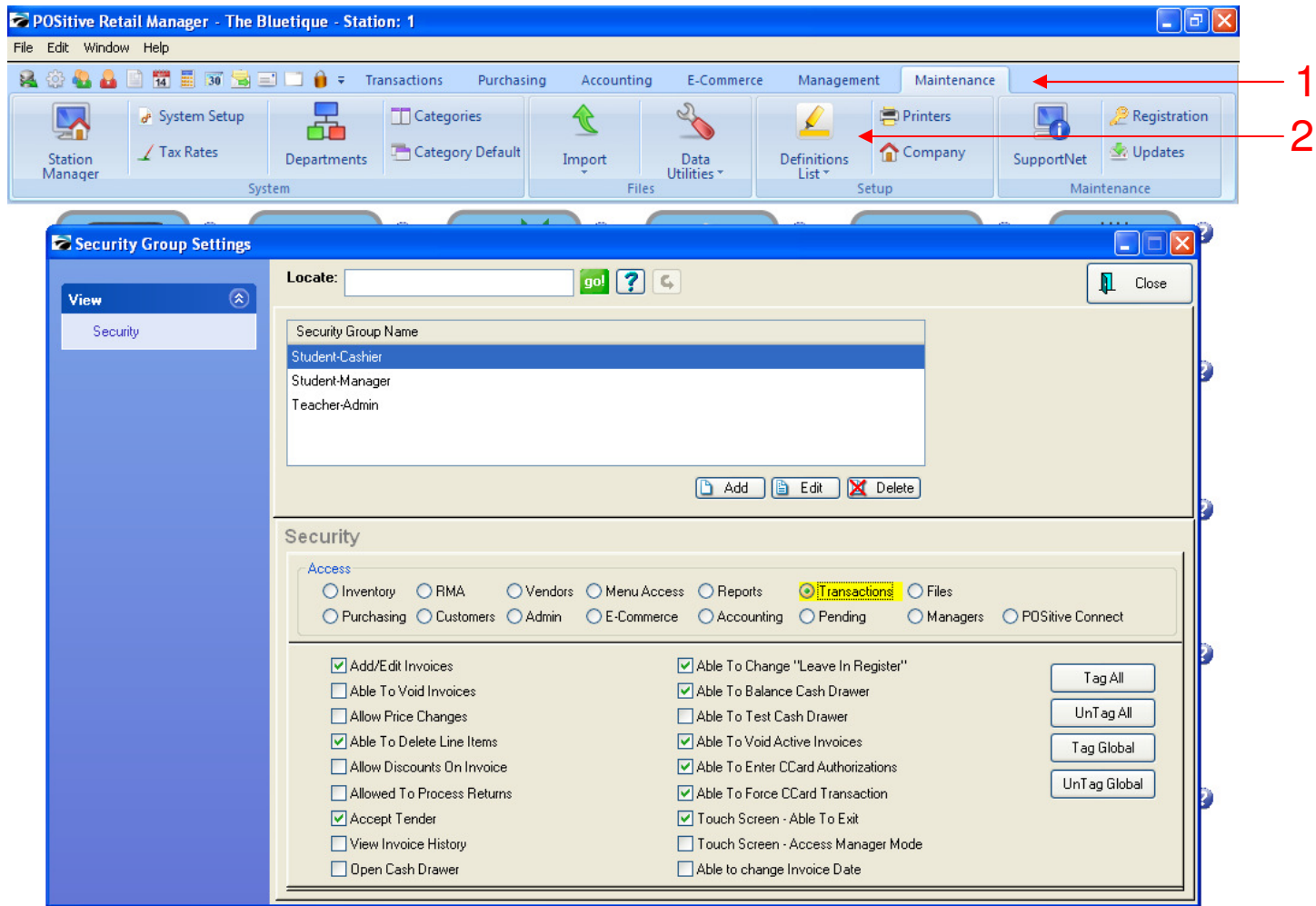
Zoom: 60% 1 pages, 7.8Kb



## Employee List & Report:

(NOTE: Passwords will not print. Look for any mistakes on report.)

# Employees



## PLEASE CALL US BEFORE EDITING A SECURITY GROUP

To Change Security Settings of Employee Group

1. On Top Menu Bar, Click **Maintenance** tab
2. Select **Definitions List** and scroll to **Employee Security Settings**
3. This controls what each **Security Group** has access to
4. **Teacher-Admin** has access to everything.
5. **Cashier** has low access & **Manager** has almost as much privileges as a **Teacher**