

System3 POS Canada - Employee Security Info

Enclosed you will find a copy of the System3 POS employee security profile spreadsheet. Please fill in all employee names and simply check the corresponding box to indicate that you want that employee to have that security setting turned on.

EXPLANATION OF SECURITY SETTINGS

Manager Override

This function allows a person without full access to manager screens, to override the secondary manager security number requirement. For example, any time an attempt is made to discount an item by someone who is not logged in as a manager, System3 will 'pop-up' a number pad. This is the Manager Override function. At this point, anyone with this function turned on would be able to enter his or her number, or use their card here, to allow the discount. It is also used to access deletes, comps, wastes, etc.

Access to Manager Screen

This function allows access to the Manager Side of System3, where you can run reports, change terminal options, edit employee info, etc. With this function turned off, and the previous one turned on, you could have a server with Management Override, but without access to the Manager Side.

Give Discounts

As the function implies, this allows an employee to give discounts, without necessarily having the Manager Override turned on.

Delete Sent Items

Same as the previous function but allows deletion of previously sent items, without using manager override.

Comp Items

Same as previous, but with comp ability.

Cash Out

You would turn this on for anyone who needs to remit cash at the end of his or her shift. Bartenders, servers, cashiers, etc.

Access/View Other's Orders

Some establishments like servers to be able to see and/or retrieve other staff's orders. Some do not. Turn this function on if you'd like this person to have access to other's orders.

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Edit Menu

Allows editing of menu from server side or manager side. Again, you must turn this on if you'd like this person to be able to edit the menu. Access to Manager Screens will not necessarily allow menu editing.

Run Reports/Print Clock Out

If using the Time and Attendance on System3, all employees should have this turned on in order to allow them to Clock In/Out on the system. It also allows servers/cashiers/bartenders to print their log-out (cash out) sheet.

Use Fast Cash Button

Makes the Fast Cash button visible for this server.

Start on Quick Screen

Generally reserved for Bartenders, this function will always bring this person to the QuickScreen upon entry of Security code, or card swipe.

Transfer Orders

Allows orders to be transferred to and from other servers.

Entertainer

Generally used in Gentleman's Clubs to distinguish entertainers from servers. Allows an entertainer to track individual sales.

Access to Server Side

Generally, staff who will not be ringing any orders, or who use the system strictly for Timekeeping, will have this function turned off.

Driver

Used in Pizza or any delivery restaurants. Allows access to driver functions.

Bus Boy

For restaurants using System3 table management features, allow bus boys to access the system for the purposes of declaring a table bussed.

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Access to House Accounts

Allows access to the house account manager on the 'manager side' of System3.

Training Mode

Puts this staff member in System3 training mode. Send tickets are not printed, and closed orders are not actually settled to any particular tender type.

Salaried Employee

With this function turned on, the employee's hourly wage is treated as a weekly salary. This way, hours can still be tracked without affecting the payroll reports.

Delivery Dispatcher

Allows this person access to the Dispatch screen. Used in full-service delivery establishments.

Maitre D'

Similar to the Bus Boy function, when in Table Management mode, allows a Maitre D' to assign tables to servers.

Access to Cash Drawer

Allows access to Cash Drawer. Generally, this is only turned on for Bartenders or Managers.

Cashier

Allows a person the ability to cash out orders, without access to other server side functions. Should be turned on for anyone cashing out bills in a 'cashier environment'.

Send E-Mail

Allows access to System3 E-Mail.