

Employees

The screenshot displays the POS software interface. At the top, the window title is "POSitive For Windows - The Dog Pound - Station: 1". The menu bar includes "File", "Edit", "Register", "Inventory", "Management", "Marketing", "Accounting", "Utilities", "Window", and "Help". The main interface features the "POSitive for Windows" logo in the corners and a central "Manager Console" window. The console has a title bar "The Dog Pound" and a status bar showing "3/31/2005 6:29 PM". Below the title bar are icons for "Register [F2]", "Management [F3]", "Inventory [F4]", "Purchase [F5]", "RMA [F6]", and "E-Commerce [F7]". The console is divided into several sections: "Daily Activities..." with a list of tasks (1-7), "Management..." with a list of reports (1-6), "Tender Collected [*1]", "Sales Summary [*2]", "Sales Reports [*3]", "System Setup [*4]", and "Stations Setup [*5]". On the right side, there are buttons for "Customers [F8]", "Inventory [F9]", "Vendors [^F9]", "Open Register [F10]", and "Report Center [^R]". At the bottom of the console, there is a "Logged In: POS" section with "Log In/Out [F11]" and "Clock In/Out [F12]" buttons, a calendar for March 2005, and a "Today" button. The bottom status bar shows "Profession Edition Multi-User", "POS", "V.2004.1", "3/31/2005", and "6:29 PM". A red arrow labeled "1" points to the "Employees" item in the "Daily Activities..." list.

To add or edit employees, you must go to **The Management Center (F3)**
1. Highlight Employees, double-click (or choose ENTER key on keyboard)

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File Edit Register Inventory Management Marketing Accounting Utilities Window Help

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Employee List

Active Inactive

Sales ID	Name	Phone
JCA	John Cashier	
MMA	Mary Manager	
POS	Teacher	

Select Add Edit Delete

Print [F7] Close

2 1

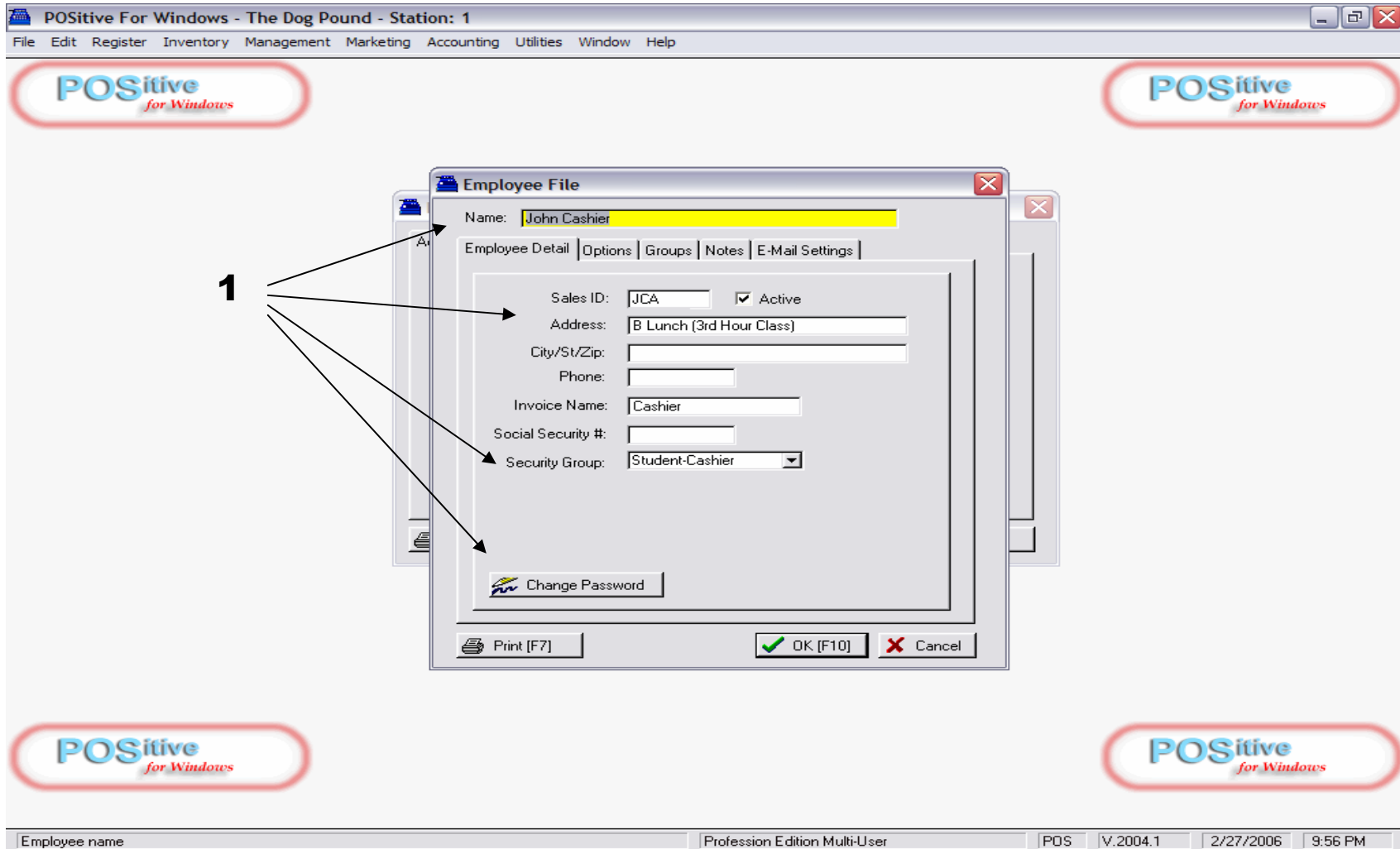
POSitive for Windows

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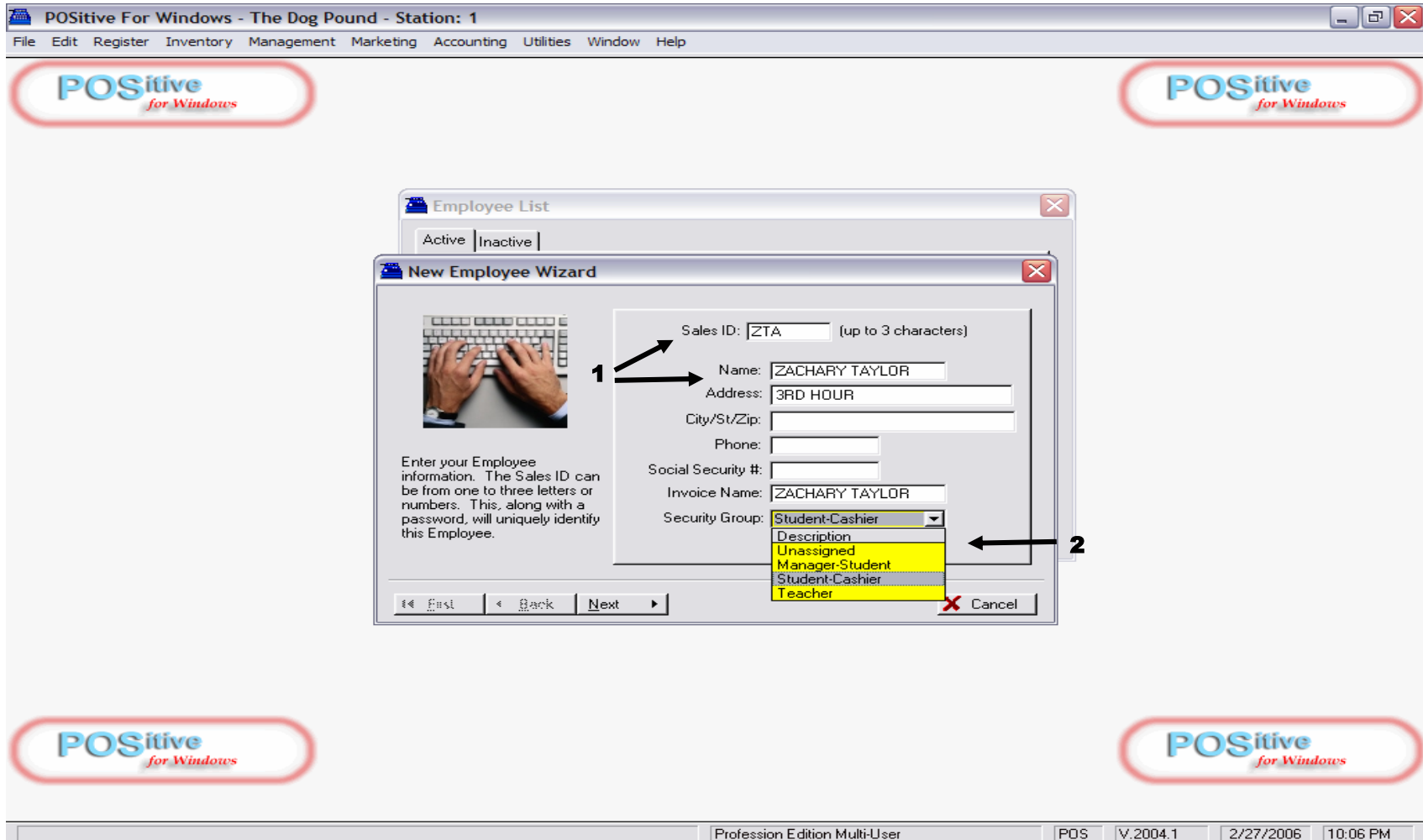
To edit an employee:

1. Highlight the Employee, click EDIT (or choose ENTER key on keyboard)
2. To add a new Employee, click ADD (or choose INSERT key on keyboard)



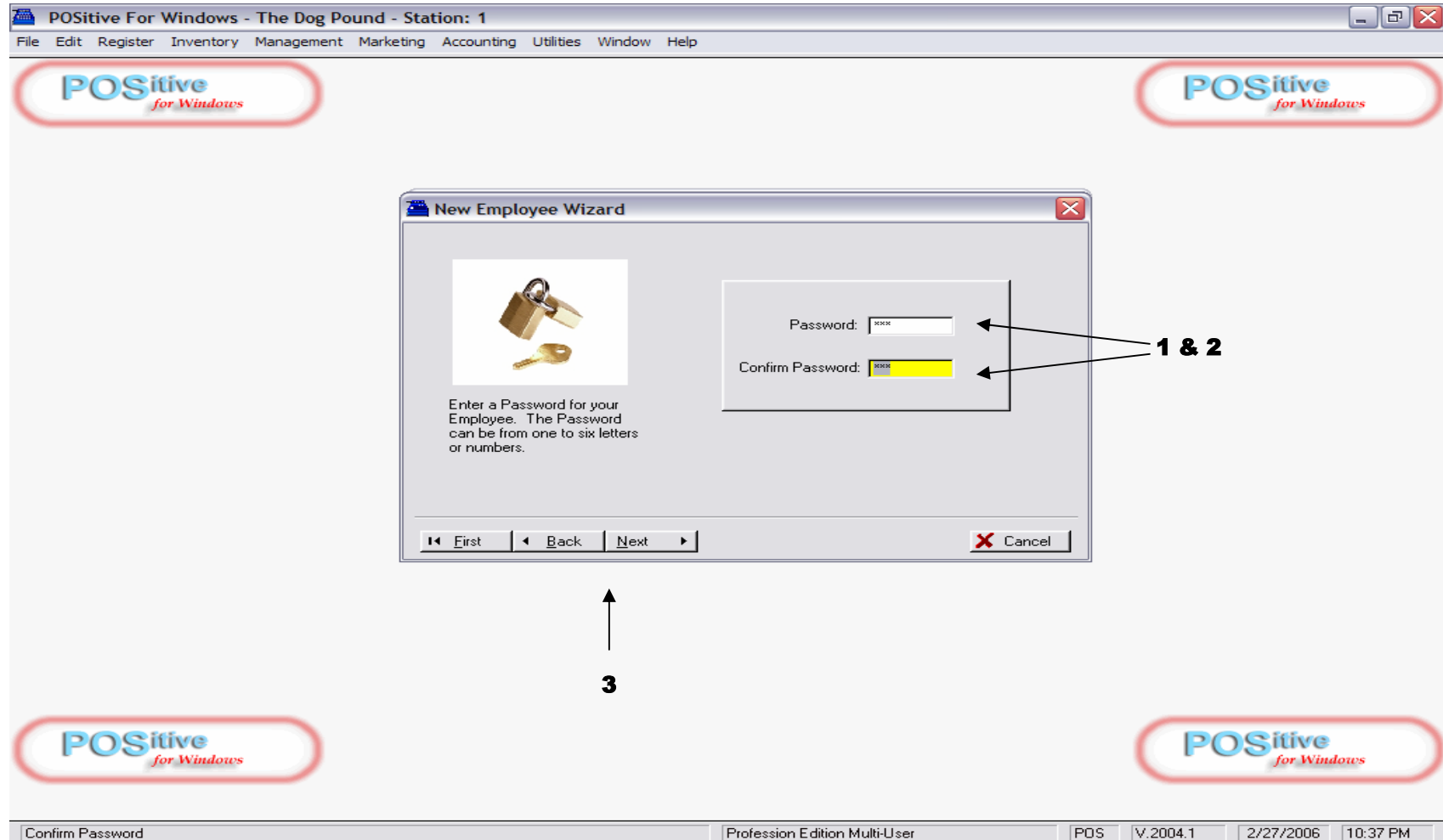
When you edit an employee:

1. You can change their Name, ID (up to 3 characters) Address (Hour they work), Security Group, and their Password (up to 6 characters)



When you add an employee:

1. **Choose an alpha ID** (up to 3 characters) **that is the student's initials** (1st letter of 1st name. 1st 2-letters of last name)
2. **Go to Security Group** (drop down) **and link them to Cashier, Manager or Teacher** (the highest privilege level)
3. **Click NEXT** to add the **PASSWORD**



When you add a PASSWORD:

1. For the 1st month, make the password the same as ID. (Example, ID=POS, Password=POS)
2. Later, you may edit the employee file and allow the student to type in their password (6 characters max)
3. Confirm the password, and Click NEXT 3 Times (ignore screens) then click FINISH to complete.

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Employee List

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Sales ID	Name	Phone
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MMA	Mary Manager	
POS	Teacher	
ZTA	ZACHARY TAYLOR	

Select Add Edit Delete

Print [F7] Close

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When finish with all your employees:

1. Click Print (F7) to view and print your Employee Report List
2. See POS Reports link for example