

How to give access rights to employees in HDPOS smart?



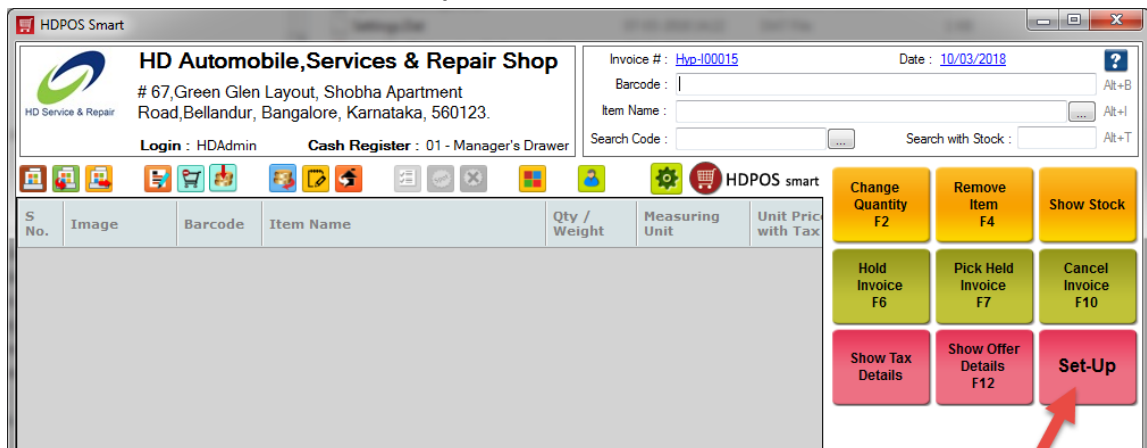
HDPOS smart Tutorials

In your business/company you may want to restrict some of the functionality (like transferring cash register amount, payment to supplier or may be all the functionality except billing) to your employee.

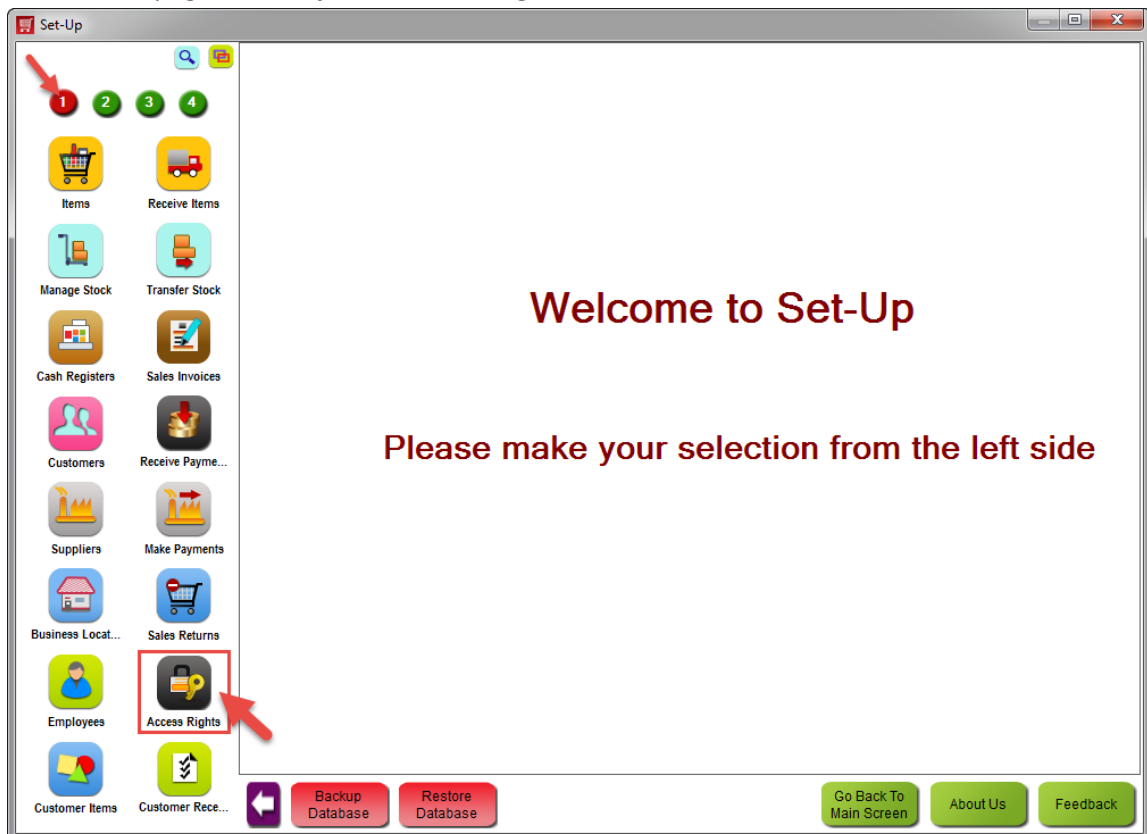
In this document you will see how to give access rights (or) restrict access of some functionality for employees.

Follow the steps below to restrict access of functionalities for employees in HDPOS smart:

1. Run **HDPOS smart** and click on **Set-Up**.

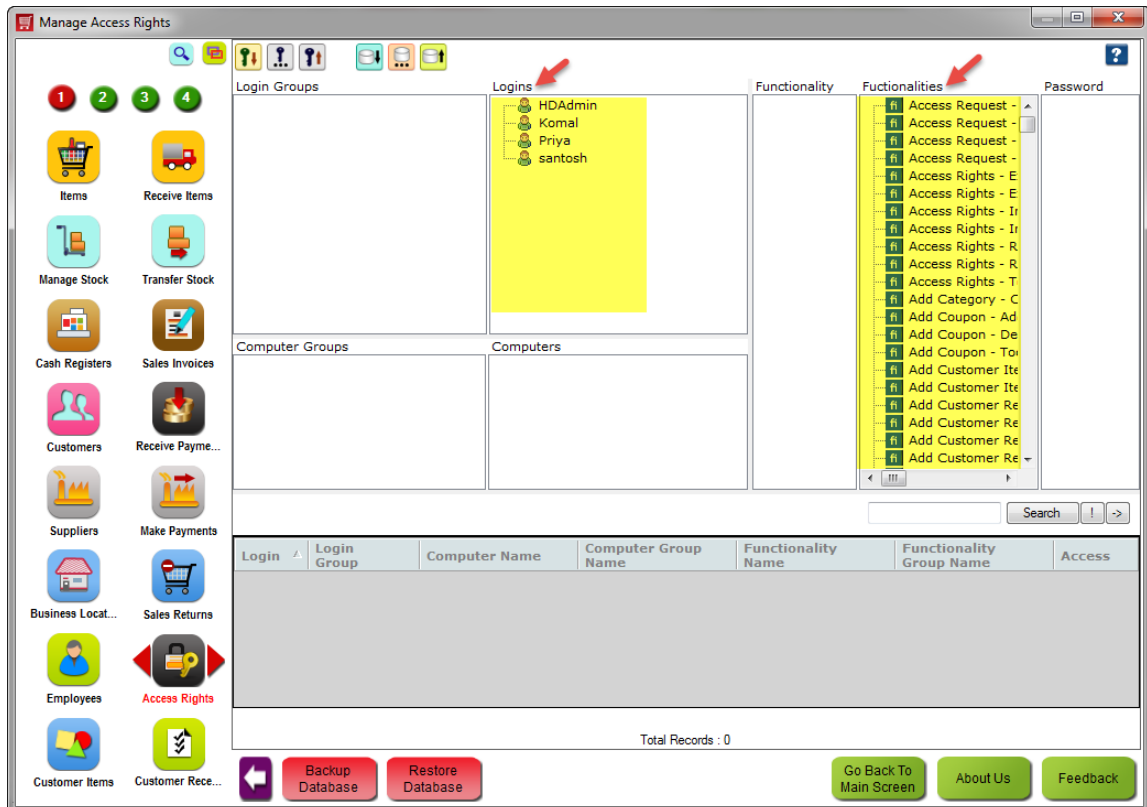


2. From the 1st page of **Set-Up**, click **Access Rights**.





3. In **Manage Access Rights** window all the Employee logins and the functionalities are listed.



4. You can also import and export Access Rights:

- You can export and Import the template which includes Login Groups, Computer



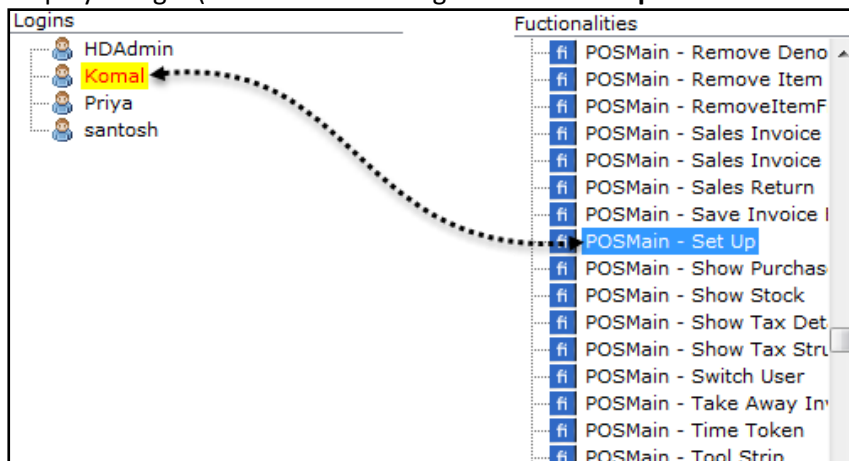
Groups and Functionality.

- You can export and Import the Access Right data which includes Login Groups, Computer Groups, computers, Functionality and Restricted functionalities to the



logins.

5. Select the functionality which you want to restrict to the employee and drag it over the employee login.(here I am restricting Access to **Set-Up** button to the employee)



Note: You cannot restrict access of any functionality to **HDAdmin** login as it is a Super User.





6. This will add the selected functionality to that employee login and it will be displayed at the bottom of the screen as shown above. (By default the access will be 1)

Login	Login Group	Computer Name	Computer Group Name	Functionality Name	Functionality Group Name	Access
Komal				POSMain - Set Up		1

7. Right click on the selected functionality and click on **Do Not Allow Access** (This will make access as 0).

Login	Login Group	Computer Name	Computer Group Name	Functionality Name	Functionality Group Name	Access
Komal				POSMain - Set Up		1

Do Not Allow Access

Remove This Access Rule

Login	Login Group	Computer Name	Computer Group Name	Functionality Name	Functionality Group Name	Access
Komal				POSMain - Set Up		0

8. Now when that employee logs into **HDPOS smart** with their user ID and password, they won't be able to see those functionalities for which you restricted the access.

The screenshot shows the HDPOS smart application interface. At the top, there's a header with the shop name "HD Automobile, Services & Repair Shop" and address "# 67, Green Glen Layout, Shobha Apartment Road, Bellandur, Bangalore, Karnataka, 560123." Below this, the user is logged in as "Komal" and the cash register is "01 - Manager's Drawer". The main area displays a list of items with columns for S No., Image, Barcode, Item Name, Qty / Weight, Measuring Unit, and Unit Price with Tax. On the right side, there are several buttons for functions like "Change Quantity F2", "Remove Item F4", "Show Stock", "Hold Invoice F6", "Pick Held Invoice F7", "Cancel Invoice F10", "Show Tax Details", and "Show Offer Details F12". A red callout bubble points to the bottom right corner with the text "no Set-Up button".

Note: When you set the access rights, the changes will only apply after you restart the application.