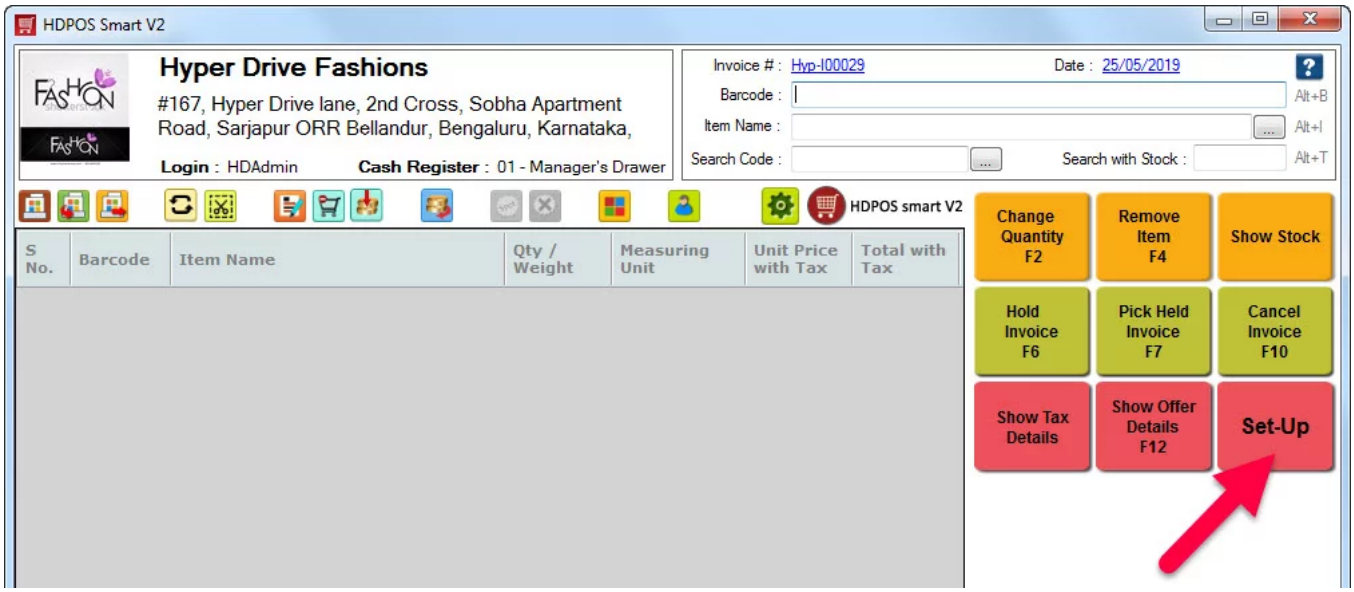
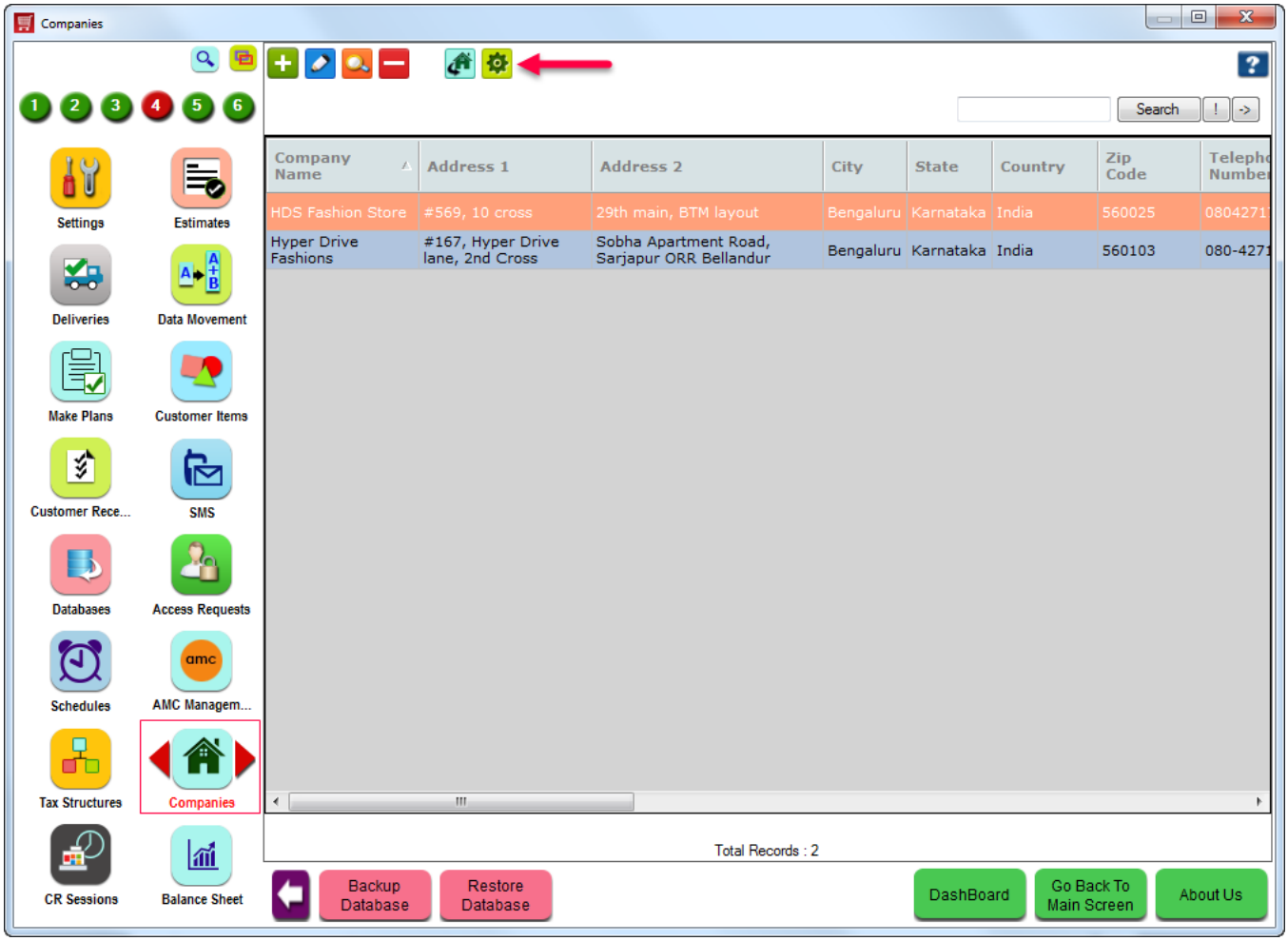
How to manage logins for multiple companies?

To define manage login, follow the steps below.

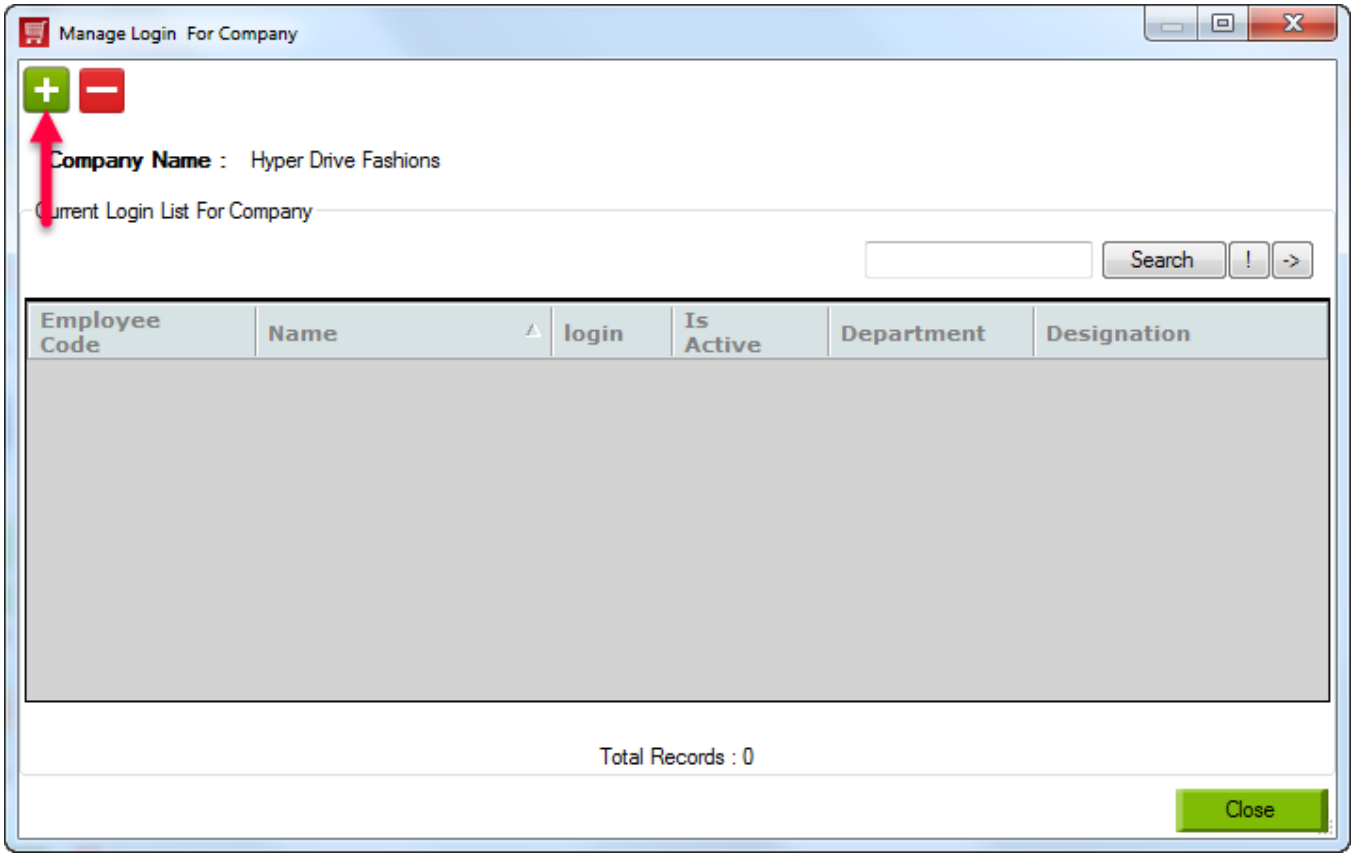
1.Run HDPOS smart.



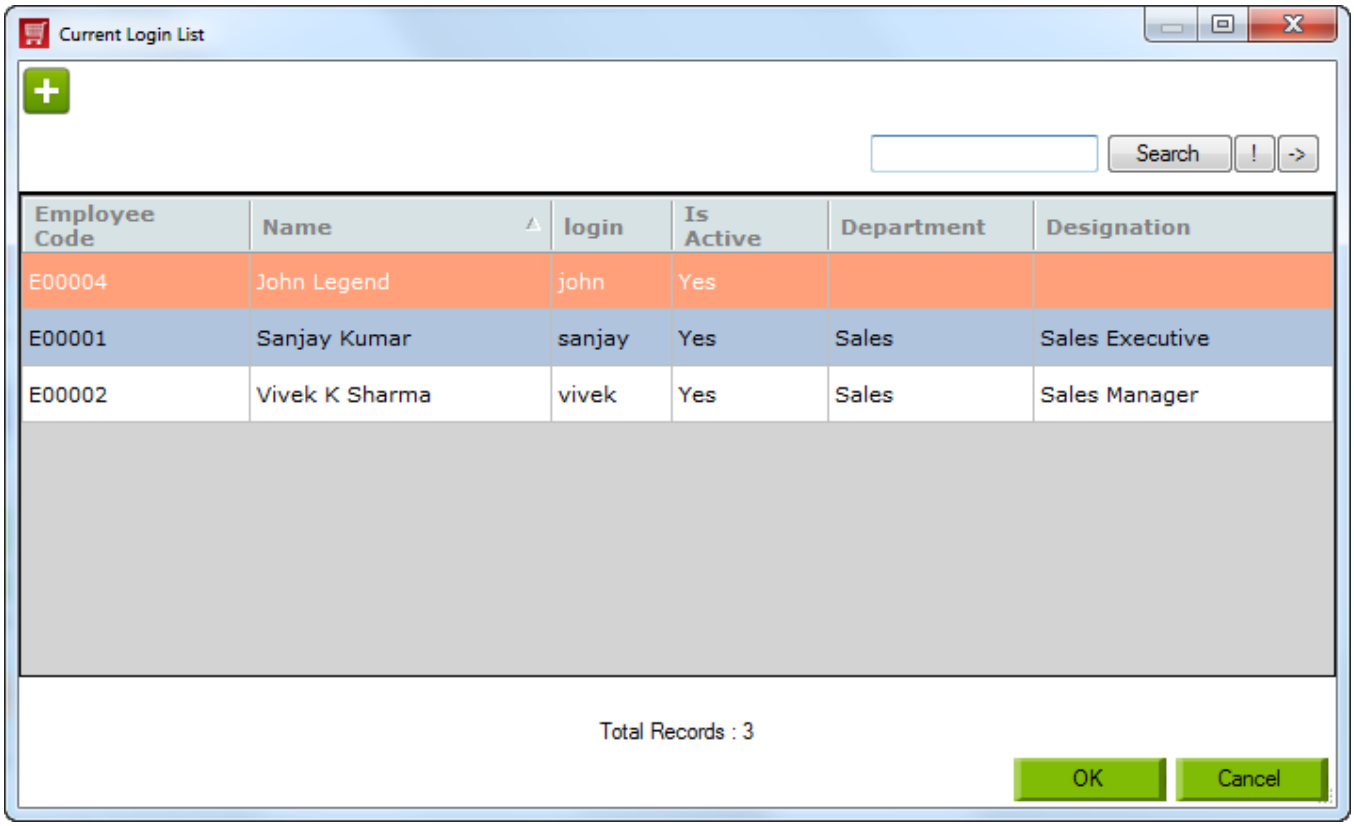
2.Go to **Companies** module. From manage **Companies** screen select the company for which you want to give access to your employee then, click on **Manage Logins** button.



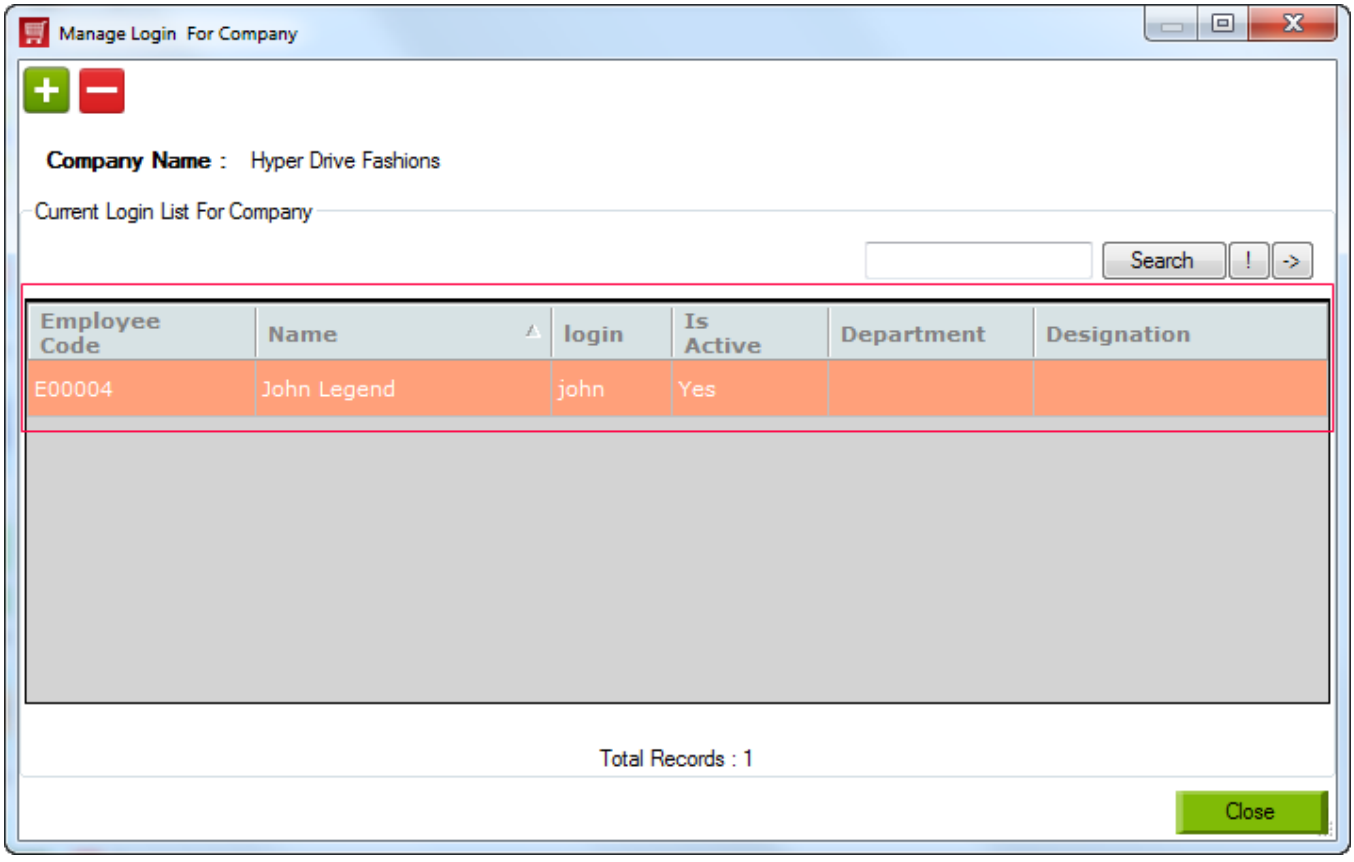
3. From **Manage Login for Company** screen, click on the add login button as shown below.



4.Current login list will appear in front of you, select the employee's name to whom you want to give the company access to, then click on **OK.**

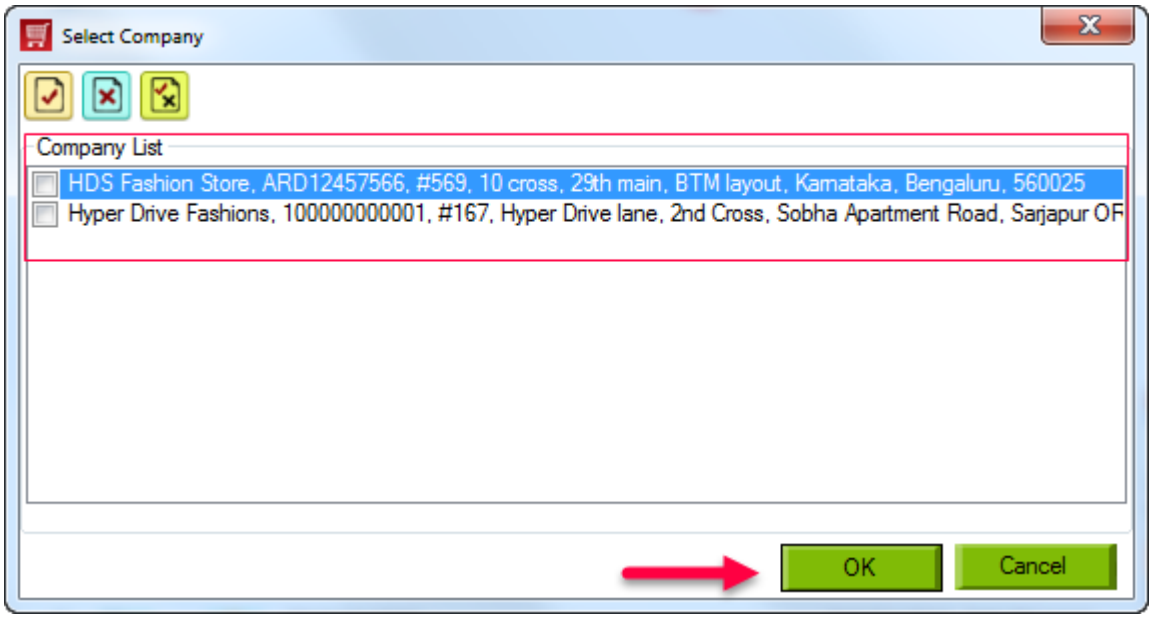


5. You will be able to see the login added in the **Manage Login For Company** list.



6. Close the window, and restart the application.

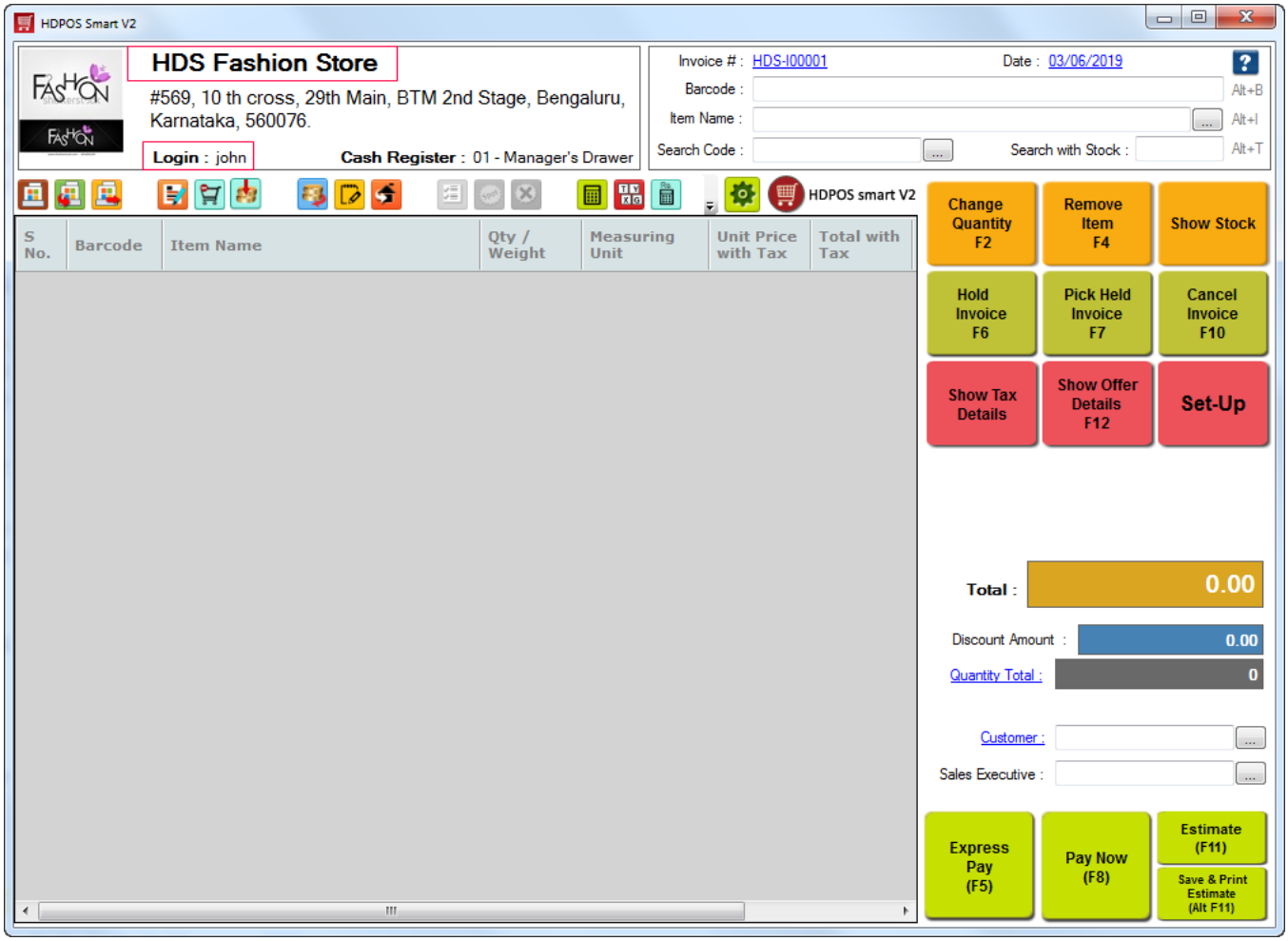
7. When you login with HDAdmin. You will have access of 2 companies. You can select any one company or all the companies and click on OK and continue with HDPOS smart.



8. When you login with one of the employee's login (For Ex: Login as John) as shown below.



9. As this employee has access to 1 company only he will directly get logged in to that particular company, and will not have the option to select between the companies.



Note:

- You must have companies and their respective business locations and employees created before hand.
- When an employee has access to multiple companies then only they will be able to see **Select Company** screen when HDPOS gets started.
- When an employee has access to a company then transactions related to that company only will be shown.
- Package definitions are displayed across all companies.
- Sold package documents are limited to the company from which the document was created. A sold package that was created in company_1 will not be displayed when logged-in only to company_2.
- When creating invoice against a sold package, if the selected 'sold package' belongs to a different company, a message is displayed informing the user that invoice cannot be created as the sold package belongs to a different company. [when logged-in to more than one company]