The Security Tab in Options

If you go into Management.

image_1613651051209.jpg

Then Occasional Menu.

audit_2.jpg

Then Options.

audit_3.jpg

Then Select the Security tab at the top towards the right.

security_options_1.jpg

The Security options page should now be shown.

security_options_2.jpg

The start of day section is at the top right.

Setting this to any numbers always starts the order numbers from that place. Making it 0 means the numbers carry on today from where they finished yesterday.

The Takeaway Start option is if you want the takeaway orders to be in a separate set of numbers and this would be the start point and can be either "As Above", "100" or "1000". I you choose as above the takeaways and deliveries will be together.

The Orders Section is next and has different options to do with how the program responds when you take an order.

The Assign To Driver section has options to do with how the program responds when you assign a delivery to a driver.

Options in the Cancelled Orders section allow you to choose how the program deals` with Cancelled orders. The Send option has a box that allows you to enter an email address for a copy of a deleted order to be sent to.

The Reports section has different options mostly to do with the takings.

The first tick box in the Reports section stops order numbers shown or being printed on the

receipt.

The Closing Down section has options to do what is done with when the program is shut down for the day.

The first tick box is for when you press shutdown in the program it asks if you are closing for today and if you answer yes it will show the End of Day takings, just print it or email it, depending on how it is setup. It will then upload your data. If you answer no none of these things will be done.

The second tick box if it is ticked puts consecutive numbers on the end of day report so you can see if it has been printed multiple times.

The third tick box doesn't create a copy audit trail on the terminal.

The fourth tick box if it is ticked uploads the shop data to our servers when you close down.

The fifth tick box if it is ticked automatically opens the cash drawer when yo close down.

The sixth tick box if it is ticked uploads the shop data to our servers at 21:45.

The seventh tick box if it is ticked assumes if the system closes after midnight it is the end of the day. Usually the program thinks it is still the same day until 5am the following day and if the program is left running will automatically close it then.

The Blind Declaration drop down is usually set to none. It is for asking the staff to say how much is in the till before seeing todays takings. It has different choices

"Yes" Just asks for a figure

"By Denomination" comes up with a table so you can input how much of each coin or note there is.

"By Den & Prints EOD" Does the same as the above but then prints the end of day takings.

The Audit trails to keep box lets you set how many days to keep the takings for. If it is set to 0 it keeps the information for ever. If it is set to 1 it keeps the information for a day and uses the same file that is overwritten.

The Backup is if the number of days to Backup the audit trails is different form the number to keep. You may have the audit trails to keep set to 0 so it keeps it forever but you may only want to backup the last 30 days.

The Drive drop down is to set the external backup drive letter if you want to create the backup to an external drive.

To go to the next page of options click the more button at the bottom right of the screen

receipt printer options 2.jpg

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And the second page of receipt printer options will be displayed

security options 3.jpg

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The buttons section lets you choose where and if various buttons appear in the program.

The Order Types drop down has a choice of "Delivery & Takeaway", "No Delivery", "Paid & Taken only", "P&T Eat In/Take Away", "P&T Eat In/TA & Collect" & "Take Away & Pickup". This option change the buttons that appear on the main screen and so the order types that can be taken.

- "Delivery & Takeaway" is the normal way the program is set.
- "No Delivery" This option doesn't have the Delivery, Assign or Payment buttons. These are all to do with deliveries.
- "Paid & Taken only" This option just has the takeaway button and all orders default to paid & taken.
- "P&T Eat In/Take Away" This option just has 2 buttons on the main screen and both take you to the order screen.
- "P&T Eat In/TA & Collect" This option is the same as above but for Eat In allows you to say it is not paid for so has a finalise button for these orders
- "Take Away & Pickup" This option has a takeaway button that takes you straight into an order, pickup takes you to a screen to enter the phone number of the customer who is collecting the order.

The terminate programs drop down chooses which programs the program automatically closes every 30 seconds. If it is set to Full it automatically closes all we browsers and email programs. If it set to None it doesn't close any programs. if it is set to Full but allow email it just automatically closes web browsers.

The passwords section are options to do with passwords.

The Loyalty Schemes section is to do with setting up the loyalty scheme.

The Edit Order section are options to do with editing orders.

The option Edit Customer Options if ticked if you go into the edit database section in occasional menu an extra bow called action will be there to allow you to do different things to the customer database.

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