FasTrax Permissions
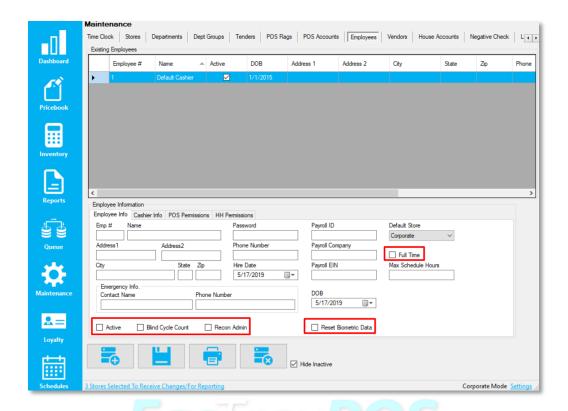
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Overview of Permissions

Utilizing the detailed FasTrax permissions allows restrictions to be placed on employees in Director, POS, Handheld, and Reconciliation applications. This allows users to give employees the ability to do exactly what they need to do, without having to worry about actions that they should not be involved in. All permissions are set up in Director on individual user accounts.
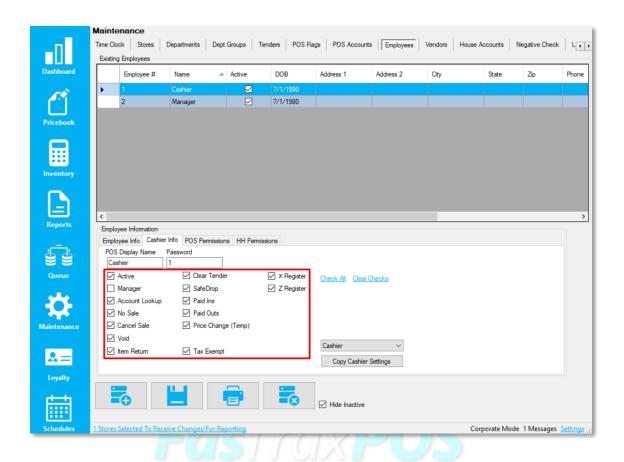
Employee Permissions

1. Active – If the employee is active, they can utilize functions outside the POS, such as time clock and handheld

2. Full Time – Marks the employee as a full time employee; unchecked means part time

3. Blind Cycle Count – Checked if the employee isn't supposed to see system on hands or variances during cycle counts

4. Recon Admin – Allows the employee to perform administration functions on reconciliations, such as altering or deleting

Cashier Permissions

1. Active – Gives permission to utilize the POS

2. Manager – Gives the manager permission, which can be utilized for manager-only buttons or overrides

3. Account Lookup – Gives permission to lookup and add house accounts

4. No Sale – Gives permission to perform a "No Sale" transaction, popping the drawer open

5. Cancel Sale – Gives permission to perform a "Cancel Sale", ending an in-progress transaction

6. Void – Gives permission to perform a "Void", allowing the cashier to remove an item on an in-progress transaction

7. Item Return – Gives permission to perform a return of an item

8. Clear Tender – Gives permission to clear out input tenders from a transaction, effectively resetting the subtotal

9. SafeDrop – Gives permission to perform a safe drop

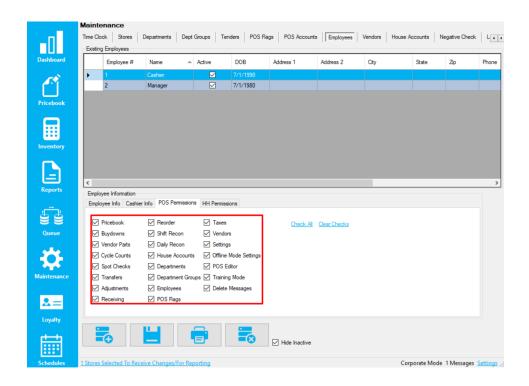10. Paid Ins – Gives permission to perform a pay-in

11. Paid Outs – Gives permission to perform a pay-out

12. Price Change (Temp) – Gives permission to change an item's price temporarily for the current transaction

13. Tax Exempt – Gives permission to make a transaction tax exempt

14. X Register – Gives permission to perform a register X, which prints out sale and drawer totals on the receipt printer for that specific shift

15. Z Register – Gives permission to perform a register Z, which closes a shift and allows it to be reconciled
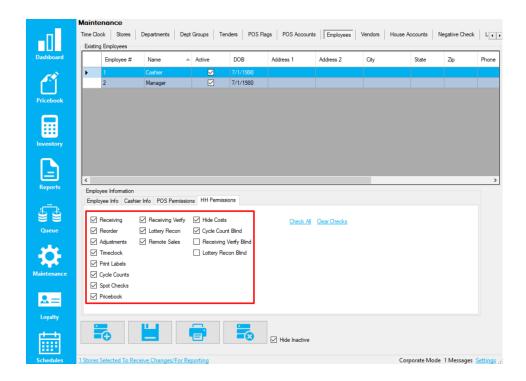
POS Permissions

1. Pricebook – Gives permission to utilize the pricebook module in POS, allowing any change to take place such as prices and costs

2. Buydowns – Gives permission to utilize the buydown module in POS, allowing any change to take place such as altering, adding, and deleting buydowns

3. Vendor Parts – Gives permission to utilize the vendor parts module in POS, allowing any change to take place such as adding, altering or deleting vendor parts

4. Cycle Counts – Gives permission to utilize the cycle counts module in POS, allowing any change to take place such as reviewing, deleting, or applying counts

5. Spot Checks – Gives permission to utilize the spot checks module in POS, allowing any change to take place such as viewing spot checks

6. Transfers – Gives permission to utilize the transfers module in POS, allowing any change to take place such as creating, altering, or deleting transfers

7. Adjustments – Gives permission to utilize the adjustments module in POS, allowing any change to take place such as adding, altering, or deleting adjustments

8. Receiving – Gives permission to utilize the receiving module in POS, allowing any change to take place such as adding, altering, or deleting invoices

9. Reorder – Gives permission to utilize the reorder module in POS, allowing any change to take place such as creating, altering, or deleting orders

10. Shift Recon – Gives permission to utilize the shift reconciliation module in POS, allowing any change to take place such as creating, altering, or deleting shift reconciliation entries
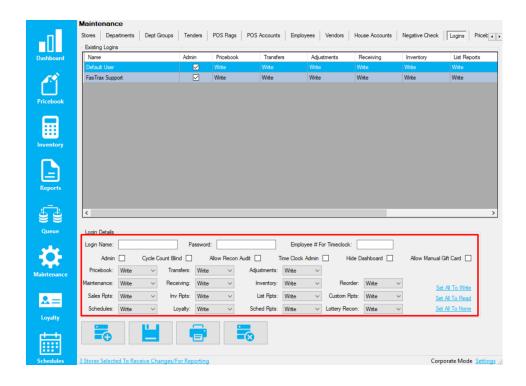
11. Daily Recon – Gives permission to utilize the daily reconciliation module in POS, allowing any change to take place such as creating, altering, or deleting daily reconciliation entries

12. House Accounts – Gives permission to utilize the house accounts module in POS, allowing any change to take place such as creating, altering, or deleting house accounts

13. Departments – Gives permission to utilize the departments module in POS, allowing any change to take place such as creating, altering, or deleting departments

14. Department Groups – Gives permission to utilize the department groups module in POS, allowing any change to take place

15. Employees – Gives permission to utilize the employee module in POS, allowing any change to take place such as creating, altering, and deleting employees

16. POS Flags – Gives permission to utilize the POS flags module in POS, allowing any change to take place such as creating, altering, and deleting POS flags

17. Taxes – Gives permission to utilize the taxes module in POS, allowing any change to take place such as creating, altering, and deleting tax rates and groups

18. Vendors – Gives permission to utilize the vendors module in POS, allowing any change to take place such as creating, altering, and deleting vendors

19. Settings – Gives permission to utilize the settings module in POS, allowing any change to take place such as altering the POS settings

20. Offline Mode Settings – Gives permission to utilize the offline mode settings module in POS, allowing any change to take place such as creating, altering, and deleting offline mode variables

21. POS Editor – Gives permission to utilize the POS button editor module in POS, allowing any change to take place such as creating, altering, and deleting both buttons and panels

22. Training Mode - Gives permission to utilize the training module in POS, allowing the casher to do sales and transactions in the POS and it not record any of the action

23. Delete Messages – Gives permission to delete messages sent from corporate

HH Permissions

1. Receiving – Gives permission to create, edit, and verify invoices on the handheld

2. Reorder – Gives permission to scan and create a new order

3. Adjustments – Gives permission to create both positive and negative adjustments

4. Timeclock – Gives permission to utilize the timeclock within the handheld

5. Print Labels – Gives permission to scan and send labels to the label queue

6. Cycle Counts – Gives permission to start and scan cycle counts

7. Spot Checks – Gives permission to start and scan spot checks

8. Pricebook – Gives permission to scan items and view costs, prices, and quantity on hand

9. Receiving Verify – Gives permission to verify invoices on the handheld

10. Lottery Recon – Gives permission to do a lottery reconciliation on the handheld

11. Remote Sales – Gives permission enter remote sales from the handheld

12. Hide Costs – Removes costs from pricebook module on handheld

13. Cycle Count Blind – Removes the snapshot quantity on hand when doing cycle counts

Director Permissions

1. Pricebook – Gives the user the ability to utilize the pricebook module within Director

2. Transfers – Gives the user the ability to utilize transfers within the inventory module of Director

3. Adjustments – Gives the user the ability utilize adjustments within the inventory module of Director

4. Maintenance – Gives the user the ability to utilize the maintenance module within Director

5. Receiving – Gives the user the ability to receive, adjust, delete, and create invoices within the maintenance module of Director

6. Inventory – Gives the user the ability to create, edit, and delete cycle counts and definitions

7. Reorder – Gives the ability to utilize reorder functionality

8. Sales Rpts – Gives the user the ability to run reports on sales data

9. Inv Rpts – Gives the user the ability to run reports on inventory data

10. List Rpts – Gives the user the ability to run reports based on static data, such as departments, tenders, ect

11. Custom Rpts – Gives the user the ability to run reports in the custom reports tab

12. Schedules – Gives the user the ability to utilize the employee scheduler module within Director

13. Loyalty – Gives the user the ability to utilize the loyalty module within Director

14. Sched Rpts – Gives the user the access to view the scheduled reports section of Director

15. Lottery Recon – Gives the user the ability to access the lottery reconciliation tab in Director

16. Admin – Gives the user the ability to change administrative Director settings

17. Cycle Count Blind – Hides snapshot quantity of items on cycle counts within Director

18. Allow Recon Audit – Gives the user the ability to audit daily reconciliations

19. Hide Dashboard – Hides the dashboard module of Director

20. Allow Manual Gift Card – Gives the user the ability to manually edit gift card values