



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.

The screenshot displays the 'Maintenance' interface in FasTrax. The top navigation bar includes 'Time Clock', 'Stores', 'Departments', 'Dept Groups', 'Tenders', 'POS Flags', 'POS Accounts', 'Employees', 'Vendors', 'House Accounts', and 'Negative Check'. The 'Employees' tab is active, showing a table of existing employees:

Employee #	Name	Active	DOB	Address 1	Address 2	City	State	Zip	Phone
1	Cashier	<input checked="" type="checkbox"/>	7/1/1990						
2	Manager	<input checked="" type="checkbox"/>	7/1/1980						

Below the table is the 'Employee Information' section for the selected 'Cashier' employee. It includes tabs for 'Employee Info', 'Cashier Info', 'POS Permissions', and 'HH Permissions'. The 'Cashier Info' tab is active, showing the following settings:

- POS Display Name: Cashier
- Password: 1
- Active:
- Manager:
- Account Lookup:
- No Sale:
- Cancel Sale:
- Void:
- Item Return:
- Clear Tender:
- SafeDrop:
- Paid Ins:
- Paid Outs:
- Price Change (Temp):
- Tax Exempt:
- X Register: [Check All](#) [Clear Checks](#)
- Z Register:

At the bottom of the interface, there are icons for adding, saving, printing, and deleting, along with a 'Hide Inactive' checkbox. The status bar at the bottom indicates '1 Stores Selected To Receive Changes/For Reporting', 'Corporate Mode', '1 Messages', and a 'Settings' link.



Employee Permissions

The screenshot shows the 'Maintenance' screen in the FastTrax POS system. The 'Employees' tab is selected, and the 'Existing Employees' table lists Employee #1, 'Default Cashier', who is active. Below the table, the 'Employee Information' form is displayed. The 'Active' checkbox is checked, and the 'Full Time' checkbox is unchecked. Other checkboxes include 'Blind Cycle Count', 'Recon Admin', and 'Reset Biometric Data'. The 'Full Time' checkbox is highlighted with a red box.

Employee #	Name	Active	DOB	Address 1	Address 2	City	State	Zip	Phone
1	Default Cashier	<input checked="" type="checkbox"/>	1/1/2015						

Employee Information

Employee Info | Cashier Info | POS Permissions | HH Permissions

Emp # [] Name [] Password [] Payroll ID [] Default Store [Corporate]

Address1 [] Address2 [] Phone Number [] Payroll Company [] Full Time

City [] State [] Zip [] Hire Date [5/17/2019] Payroll EIN [] Max Schedule Hours []

Emergency Info. Contact Name [] Phone Number [] DOB [5/17/2019]

Active Blind Cycle Count Recon Admin Reset Biometric Data

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

Maintenance

Time Clock | Stores | Departments | Dept Groups | Tenders | POS Flags | POS Accounts | **Employees** | Vendors | House Accounts | Negative Check

Existing Employees

Employee #	Name	Active	DOB	Address 1	Address 2	City	State	Zip	Phone
1	Cashier	<input checked="" type="checkbox"/>	7/1/1990						
2	Manager	<input checked="" type="checkbox"/>	7/1/1980						

Employee Information

Employee Info | **Cashier Info** | POS Permissions | HH Permissions

POS Display Name: Cashier | Password: 1

Active | Clear Tender | X Register
 Manager | SafeDrop | Z Register
 Account Lookup | Paid Ins
 No Sale | Paid Outs
 Cancel Sale | Price Change (Temp)
 Void
 Item Return | Tax Exempt

Check All | Clear Checks

Cashier

Copy Cashier Settings

Hide Inactive

1 Stores Selected To Receive Changes/For Reporting | Corporate Mode 1 Messages Settings

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

FasTraxPOS



POS Permissions

The screenshot shows the 'Maintenance' interface with a sidebar on the left containing icons for Dashboard, Pricebook, Inventory, Reports, Queue, Maintenance, Loyalty, and Schedules. The main content area is titled 'Existing Employees' and contains a table with columns: Employee #, Name, Active, DOB, Address 1, Address 2, City, State, Zip, and Phone. Two employees are listed: Employee # 1, Cashier, Active, DOB 7/1/1990; and Employee # 2, Manager, Active, DOB 7/1/1980. Below the table is the 'Employee Information' section, which includes tabs for Employee Info, Cashier Info, POS Permissions, and HH Permissions. The 'POS Permissions' tab is selected, and a red box highlights a list of permissions, all of which are checked. The permissions are: Pricebook, Buydowns, Vendor Parts, Cycle Counts, Spot Checks, Transfers, Adjustments, Receiving, Reorder, Shift Recon, Daily Recon, House Accounts, Departments, Department Groups, Employees, POS Flags, Taxes, Vendors, Settings, Offline Mode Settings, POS Editor, Training Mode, and Delete Messages. At the bottom of the interface, there are buttons for adding, saving, printing, and deleting, along with a 'Hide Inactive' checkbox. The status bar at the bottom indicates '1 Stores Selected To Receive Changes/For Reporting' and 'Corporate Mode 1 Messages Settings'.

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 cashier 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

The screenshot shows the 'Maintenance' module in the FastTrax POS system. The 'HH Permissions' tab is selected, displaying a list of permissions for an employee. The permissions are as follows:

<input checked="" type="checkbox"/> Receiving	<input checked="" type="checkbox"/> Receiving Verify	<input checked="" type="checkbox"/> Hide Costs
<input checked="" type="checkbox"/> Reorder	<input checked="" type="checkbox"/> Lottery Recon	<input checked="" type="checkbox"/> Cycle Count Blind
<input checked="" type="checkbox"/> Adjustments	<input checked="" type="checkbox"/> Remote Sales	<input type="checkbox"/> Receiving Verify Blind
<input checked="" type="checkbox"/> Timeclock	<input type="checkbox"/> Lottery Recon Blind	
<input checked="" type="checkbox"/> Print Labels		
<input checked="" type="checkbox"/> Cycle Counts		
<input checked="" type="checkbox"/> Spot Checks		
<input checked="" type="checkbox"/> Pricebook		

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

Maintenance

Stores | Departments | Dept Groups | Tenders | POS Flags | POS Accounts | Employees | Vendors | House Accounts | Negative Check | Logins | Pricebook

Existing Logins

Name	Admin	Pricebook	Transfers	Adjustments	Receiving	Inventory	List Reports
Default User	<input checked="" type="checkbox"/>	Write	Write	Write	Write	Write	Write
FasTrax Support	<input checked="" type="checkbox"/>	Write	Write	Write	Write	Write	Write

Login Details

Login Name: Password: Employee # For Timeclock:

Admin Cycle Count Blind Allow Recon Audit Time Clock Admin Hide Dashboard Allow Manual Gift Card

Pricebook: Write Transfers: Write Adjustments: Write

Maintenance: Write Receiving: Write Inventory: Write Reorder: Write

Sales Rpts: Write Inv Rpts: Write List Rpts: Write Custom Rpts: Write

Schedules: Write Loyalty: Write Sched Rpts: Write Lottery Recon: Write

[Set All To Write](#)
[Set All To Read](#)
[Set All To None](#)

3 Stores Selected To Receive Changes/For Reporting Corporate Mode Settings

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

FasTraxPOS