

# SETUP USERS AND ACCESS LEVELS

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on Headquarter System.



To add users,

Go to Master Records > Account Master

Click on New

**Account Detail**

Account ID: \* CLER1  Auto Generate ID

Account Name: \* Clerk 1st Floor

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Active:

Assigned to Branch: \* Boutique

Memo:

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This is a customer:

Price Level: Intra Company

Group/Type: Corporate

This is a supplier:

This is a cashier:

This is a sales clerk:

This is an employee:

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Allow account to logon:

Password: \*

Confirm Password: \*

Access Level: Cashier

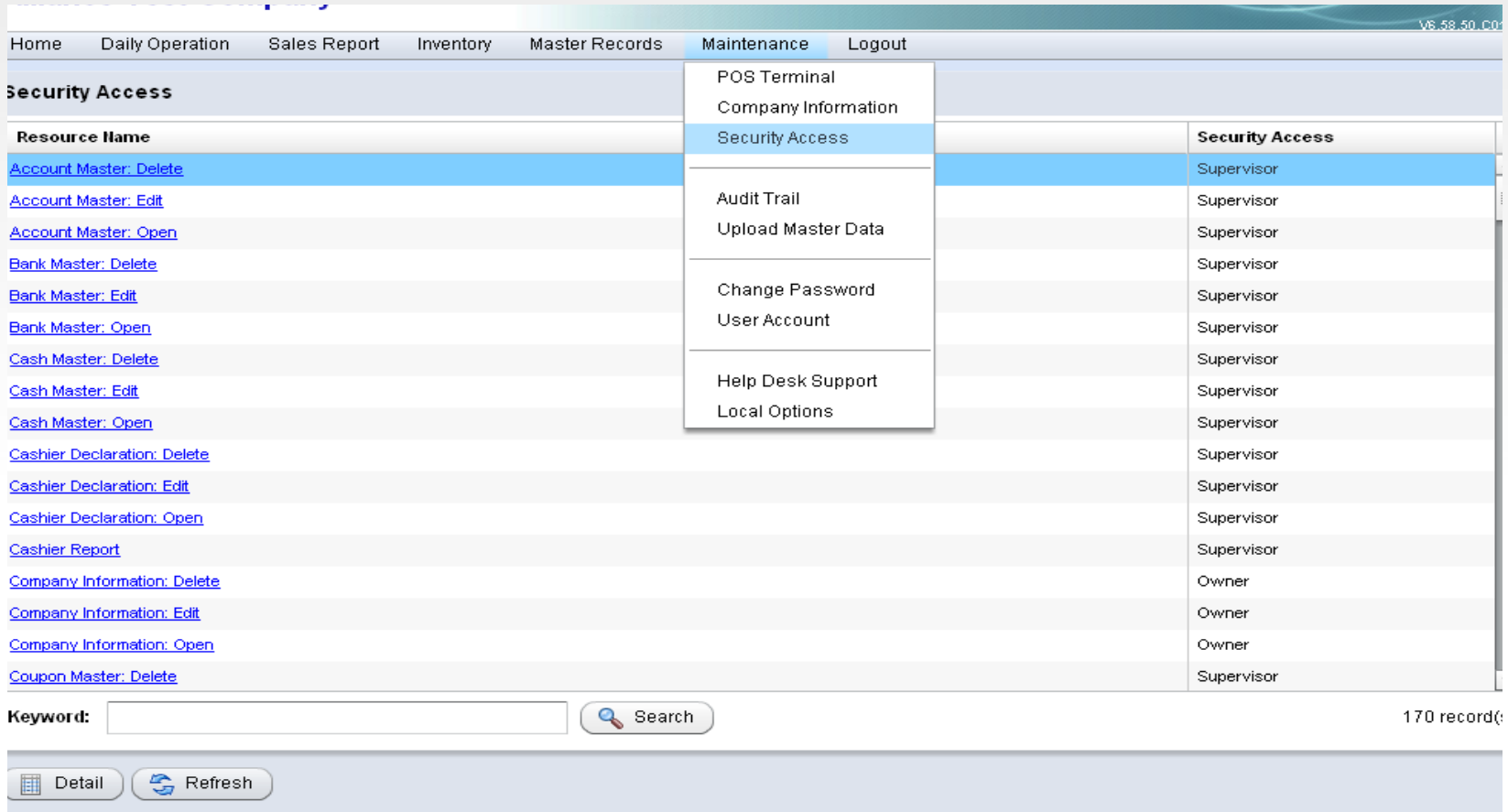
Access Levels are the different types of accessibility assigned to each user for the POS Terminal and Headquarter System.

Go to Maintenance>Security Access

To edit, select the resource name and click Edit.

Change the Access Level from the dropdown list.

Resource Name cannot be changed.



Home Daily Operation Sales Report Inventory Master Records Maintenance Logout

**Security Access**

Resource Name	Security Access
<a href="#">Account Master: Delete</a>	Supervisor
<a href="#">Account Master: Edit</a>	Supervisor
<a href="#">Account Master: Open</a>	Supervisor
<a href="#">Bank Master: Delete</a>	Supervisor
<a href="#">Bank Master: Edit</a>	Supervisor
<a href="#">Bank Master: Open</a>	Supervisor
<a href="#">Cash Master: Delete</a>	Supervisor
<a href="#">Cash Master: Edit</a>	Supervisor
<a href="#">Cash Master: Open</a>	Supervisor
<a href="#">Cashier Declaration: Delete</a>	Supervisor
<a href="#">Cashier Declaration: Edit</a>	Supervisor
<a href="#">Cashier Declaration: Open</a>	Supervisor
<a href="#">Cashier Report</a>	Supervisor
<a href="#">Company Information: Delete</a>	Owner
<a href="#">Company Information: Edit</a>	Owner
<a href="#">Company Information: Open</a>	Owner
<a href="#">Coupon Master: Delete</a>	Supervisor

Keyword:   170 record(s)

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on New User Sign-up or Administration Control Panel.



Note: HQ user has to sign-up (register) in WebPOS.

To add users,

Click on the Company Name you want to add users to.

Click on Manage Logins

**Company Information Managed By Krystal Kaye Lee**

Company ID: DEMO-12013183  
Company Name: \* Bhebhe Pharma

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Address: Hernan Cortes St  
Mandaue City

Tel No:  
Tin No:  
Memo:

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Sales Tax or VAT (%): 12.00  
Default Mark up (%): 10.00  
Default Tax Type:   
Default Product Type:   
Gift Certificate Expiry:

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To add users,

Enter the email address - same as used in signing up (registration)

Choose from different Access Level: Cashier, Supervisor, Manager, Owner, Administrator

Assign to a Default Branch

Limited to Branches: Access is restricted to specified branches only

Limited to Warehouse: Access is restricted to specified warehouses only

**Login Information [Bhebhe Pharma]**

Email Address: \*

Verify Login ID

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Name:

Active: No

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Access Level: **Cashier** ▼

Default Branch: **Bhebhe in Cebu** ▼

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Limited to Branches:

Limited to Warehouses:

Save Cancel

## Company Information Managed By Krystal Kaye Lee

Company ID: DEMO-12013183

Company Name: \* Bhebhe Pharma

Address: Hernan Cortes St  
Mandaue City

Tel No:

Tin No:

Memo:

Sales Tax or VAT (%): 12.00

Default Mark up (%): 10.00

Default Tax Type:

Default Product Type:

Gift Certificate Expiry:

Manage POS Terminal

Manage Logins

Manage Security Access

Change Ownership of Company

Edit

+ New

✖ Delete

✖ Close



To edit, select the resource name and click Edit.  
 Change the Access Level from the dropdown list.  
 Resource Name cannot be changed.

## Security Access

Resource Name	Security Access
<a href="#">Account Master: Delete</a>	Supervisor
<a href="#">Account Master: Edit</a>	Supervisor
<a href="#">Account Master: Open</a>	Supervisor
<a href="#">Bank Master: Delete</a>	Supervisor
<a href="#">Bank Master: Edit</a>	Supervisor
<a href="#">Bank Master: Open</a>	Supervisor
<a href="#">Cash Master: Delete</a>	Supervisor
<a href="#">Cash Master: Edit</a>	Supervisor
<a href="#">Cash Master: Open</a>	Supervisor
<a href="#">Cashier Declaration: Delete</a>	Supervisor
<a href="#">Cashier Declaration: Edit</a>	Supervisor
<a href="#">Cashier Declaration: Open</a>	Supervisor
<a href="#">Cashier Report</a>	Supervisor
<a href="#">Company Information: Delete</a>	Owner
<a href="#">Company Information: Edit</a>	Owner
<a href="#">Company Information: Open</a>	Owner
<a href="#">Coupon Master: Delete</a>	Supervisor
<a href="#">Coupon Master: Edit</a>	Supervisor
<a href="#">Coupon Master: Open</a>	Supervisor

Keyword:



166 record(s)