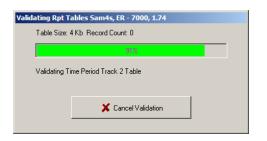
# **Employee Login/Logout**

Login



1. To login to the V7 software, click on the V7 icon on the desktop.



2. The screen will open as the Report Tables are validated. *Note: Please allow the validation process to finish.* 



3. If no employees are setup in the **Setup\Security** area, the software will open to the main screen.

🕅 PC Poll V7			-O×
PC	/ POLL SYS	TEMS	
	Point of Sale Communication		
Master User	Marsha	Janet	
Christopher	James	🏾 🗶 Betty	
Sean	Joe		
			•
Machine ID: Casio 4500	Program ID: casio_4500	🗐 Close 👖 Exit	<u>.</u> <u>H</u> elp

4. If employees have been setup with passwords, the screen above will open with the employees listed. If an image was picked for each employee, it will appear beside the employee's first name.

🔀 PC Poll V7		
PC	<b>POLL SYST</b>	EMS
	Point of Sale Communications Sof	
Master User	Marsha	Janet
Christopher	James	Betty
Sean	Joe 🕩	Elizabeth
		_
Machine ID: Casio 4500	Program ID: casio_4500	Close <b>j</b> Exit <b>?</b> Help

5. Click on the icon and a password entry box will appear. Enter the password. Click the blue arrow next to the name or click the **Enter** key on the keyboard.

## Adding an Employee to the Login Screen

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<u>Eile T</u> ools <u>H</u> elp							
Program	Security					Record 9 of 9	9
Polling	Employee Ger	eral Security	Polling				
🚳 Machine List			First Name				
🔀 Communications			Last Name		Inactive Date	<b>•</b>	
🔗 Maintain				_			
🍯 Setup		Er	nployee ID				
Store	Load In	l	🔁 Change	Password			
Machine Crosslinks	Load In	lage					
Security							
Activation							
Data Location		_					
Polling Schedule			- 🗸 × 🎸	🛛 🛞 🕅 🐣	Ş 🧕	) Search	
	* EmpID F	irstName		LastName		InactiveDa	ate 🔺
Preferences	0	laster User					
📑 Reports	1 1	1arsha		Brown			
Most Recent							•
Machine ID: Casio 450	DO	Program ID	: casio_4500		🗐 Close	👖 Exit 🛛 🥐	<u>H</u> elp

- 1. An Employee can be added to the Login Screen in the **Security** area from the left hand menu. Click on the **Setup** but<u>ton</u> and then **Security**.
- Click on the plus sign to button on the toolbar to add an employee.
  Enter a First Name, Last Name, and Employee ID number.

Change Password	×
Old Password	
Retype New Password	
V OK Cancel	

4. Click the **Change Password** button to add or change a password for this employee. Click **OK**.

Open							<u>?×</u>
Look in:	🛅 Sample Pictur	es	<b>-</b>	🗢 🗈 💣 🎫		(800×600)	<u>à</u>
My Recent Documents Deaktop My Documents My Computer	Blue hills.jpg  Suset.jpg  Water lifes.jpg  Water lifes.jpg  Winter.jpg						
My Network Places	File name:	Winter.jpg			Open		
	Files of type:	All (".png;".gif;".jpg;".jpeg;".br	mp;*tif;*ti	ff;".ico;".¢	Cancel		//

5. Click **Load Image** to browse for an image to add to the login screen for this new employee.

📆 PC Poll V7					_ 🗆 ×
<u>File T</u> ools <u>H</u> elp					
Program	Security				Record 9 of 9
Polling 💌	Employee Gen	eral Security Polling			
Machine List		First Name		Inactive Date	
🔗 Maintain		500 C			
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Store	Load In		nange Password		
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		irstName lizabeth	LastName		InactiveDate 🔺
Preferences		lizabeth laster User	Eton		
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Most Recent					• •
Machine ID: Casio 450	DO	Program ID: casio_450	00	🗊 Close	👖 Exit 🛛 ? <u>H</u> elp

6. To save the new employee just added, click the check mark 🗹 button on the toolbar.

### Changing the Auto Logout Delay Time

🔀 PC Poll V7					
<u>File T</u> ools <u>H</u> elp					
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Polling 💌	Employee Ger	eral Security Polling			
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Setup			the began boldy find		
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Machine Crosslinks					
Security					
Activation					
Data Location					
Polling Schedule		→ <b>→</b> + ~ × •	····· 🔨	🖹 🛛 🖗 🕄	Search
		FirstName	LastName		InactiveDate 🔺
Preferences		Master User Marsha	Brown		
B Reports		Marsha Iane	Daine		4/9/2010
Most Recent					<b>v</b>
Machine ID: Casio 450	00	Program ID: casio_4	500	🗐 Close 📑	Exit <u>? H</u> elp

1. The number of minutes that the system waits before the current user is auto logged out because of inactivity can be changed on the **General Security** tab.

#### 0 🍨 min

2. Type in the minute entry box the number of minutes to delay before automatically logging out the current user. The up and down arrows can also be used by clicking on them to add or subtract minutes.

#### Activating and Deactivating Security



Security can be activated or deactivated by clicking on the **Activate Security/Deactivate Security** button above. Click once activates the security and clicking again deactivates it. The state of the Security features is shown next to the button. In the example above, **Security is Active** is displayed letting the user know that the Security is indeed active. Changes are activated once the software is closed and reopened.

## Setting up Employee Permissions



Click on the **Polling** tab to select the areas the new employee is allowed to access. Click the check mark button on the toolbar to save the new employee. Disabling **Allowed Areas** will completely hide that area of the software. The other options simply disable submenus within the **Allowed Areas**.

## Logout

le To	o <b>ll V7</b> ols Help				_	_				
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Repo	orts		1							
Most	t Recent		Machine ID	Casio 45	00	c	tore Store	11. 11	~	
Logo	out / Sleep		Hadning 10	1		-	Autor paras			
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×	An .					39	45			
×	🗐 Reports		Sam 650 usb				20			
\$ 1	🗐 Reports Most Recent		Sam 650 usb	to serisa						

1. To logout of Version 7, go to the **File** menu at the top of the screen for V7 Polling and scroll down to **Logout/Sleep**.

🔀 PC Poll V7		
PC	POILL SYS	
Master User	Marsha	Janet
Christopher	James	e Betty
Sean	Joe	Elizabeth
Machine ID: Casio 4500	Program ID: casio_4500	Close J Exit ? Help

2. The current user will be logged out of the software. The login screen will appear.