

## Clerk/Server Setup

The clerk/server setup feature is used to setup the clerks/servers who will perform customer transactions on the terminal. This feature also controls all clerk/server processing requirements and monitors the individual activities of each.

The term “Clerk” or “Server” is used to describe the person servicing the customer and conducting terminal transactions.

Procedures to setup the clerk include adding and deleting a clerk, these are part of the Clerk/Server setup menu options.

Setting up a password for each clerk/server and printing reports showing the activities of each clerk/server is another functionality of server setup feature.

The term Clerk is associated with the Retail industry and the term Server is associated with the Restaurant industry. If, the application type is set to retail, then clerk is used. If, the application type is set to restaurant, then the term server is used.

### Clerk/Server Configuration Setup

1. From the SCA Configuration menu select “[Clerk/Server]”
2. Following menu options are available:
  - o Log On
  - o Log Off
  - o Modify
  - o Add
  - o Delete

#### Log On Clerk/Server

The “Log On” option logs the clerk/server on the terminal. Multiple clerks/servers can be logged on to the terminal at the same time.

##### Conditions for Successful Log On

The parameter, CLERK located in the terminal setting should be set to 2 (Log On) for the log on process to begin. If this parameter is not set, then the application displays the message: “Trans not Allowed”. Successful clerk password entry is required for the clerk to log on to the terminal.

#### Log On Clerk/Server

The Log off function is used to sign a clerk/server off the terminal.

##### Conditions for a Successful Logoff

The parameter, CLERK located in the terminal setting should be set to 2 (Log On) for the log off process to begin. If this parameter is not set, then the application displays the message: “Trans not Allowed”. Clerk should be logged in before when the log off is performed for successful Log Off.

#### Modify Clerk/Server

This function allows the user to modify the password for the Clerk ID, which is added with a registered password. Modify Clerk option cannot be used to add password to an existing Clerk ID, with no password. In that case, the existing Clerk ID (without registered password) needs to be deleted and then added with

new password to it, and that can be modified later using the Modify Clerk option, if required.

### **Add Clerk/Server**

This function adds a Clerk to the Clerk Table and possibly will be the first function performed using the Clerk setup feature. When enableclerkpassword is set to 1, the application prompts to enter the Clerk password and after successful entry, application will ask the user to re-enter password. If both the passwords matched, then the application adds new Clerk to the Clerk table.

#### **Conditions to Successfully Add the Clerk/Server**

Regardless of what the setting for the parameter CLERK, including 0 (None), a Clerk can be added to the Clerk Table.

### **Delete Clerk/Server**

This function is used to delete a clerk/server from the Clerk Table.

#### **Conditions to Successfully Add the Clerk/Server**

This function is available regardless of the parameter setting for CLERK in the Terminal setup table.