CoPOS

User Security Overview

To enable User Security use Option 9.1 to access Store Settings. Edit field 5, change to Y.

10.1.1 and 4.11 Employee Enter/Edit/List
Employees must be assigned an Employee Code and Enter initials before User Security can be enabled. The Employee Code entered here will allow the Employee to use the Time clock feature along with any password protected Options to which they are given access. Individual security levels can also be assigned here. Employees must also be assigned duties/tasks before they can access CoPOS.

10.11.1 Assign Passwords to Employees
Passwords are used to access CoPOS and Options that are password protected. Each password must be unique.

Best Practices: The Employee Code should be a number that is easy for the Employee to remember and that is not shared with anyone else. EX: The last 4 digits of the Employee's Social Security number.

10.11.2 Assign Security Levels to Employee
Security levels of 1-9 can be assigned to multiple Employees using this Option. CoPOS Security Levels range from 9 (highest) to 1 (lowest).

Best Practices: Only Employees with administrative duties should be assigned a security level of 9. At least one employee needs to be assigned a security level of 9 to ensure that at least one person is able to use all options.

10.11.3 Assign Security Levels to Options
Security levels of 1-9 can be assigned to multiple Options using this Option. CoPOS Security Levels range from 9 (highest) to 1 (lowest).

10.11.4 Specify Option Inclusion by Employee
Allow specific Employees to have access to Options regardless of their assigned Security Level.

10.11.5 Specify Option Exclusion by Employee
Restrict specific Employee's access to Options regardless of their assigned Security Level.

Best Practices: Choose ONE Method for assigning Security Levels. All Employees should have a Security Level. This should be determined by the Options to which you want to give them access.

10.11.6 Change Your Own Password
Allows a user to change their own password. In order to change passwords, the user must know their old password.

10.11.7 Set Default Passwords
This Option is Password protected by CoPOS. The CoPOS default password is 3639.
Passwords must be 4-12 characters long. Passwords may not contain spaces, CTRL characters or "^"
Enter "*All" to use the same password for all listed Options. Passwords can be letters, numbers, or a combination and are case sensitive.

Best Practices: Only Users with Administrative Duties should have the ability to edit/assign default passwords. This Option contains access to hidden "blind" Options in CoPOS.

***More information for each Option can be found by pressing the F10 key after selecting an Option. For example, if you are in [10.11] and you want to know more information about 3) Assign Security Levels to Options, hit "3" followed by the F10 key rather than hitting "Enter".