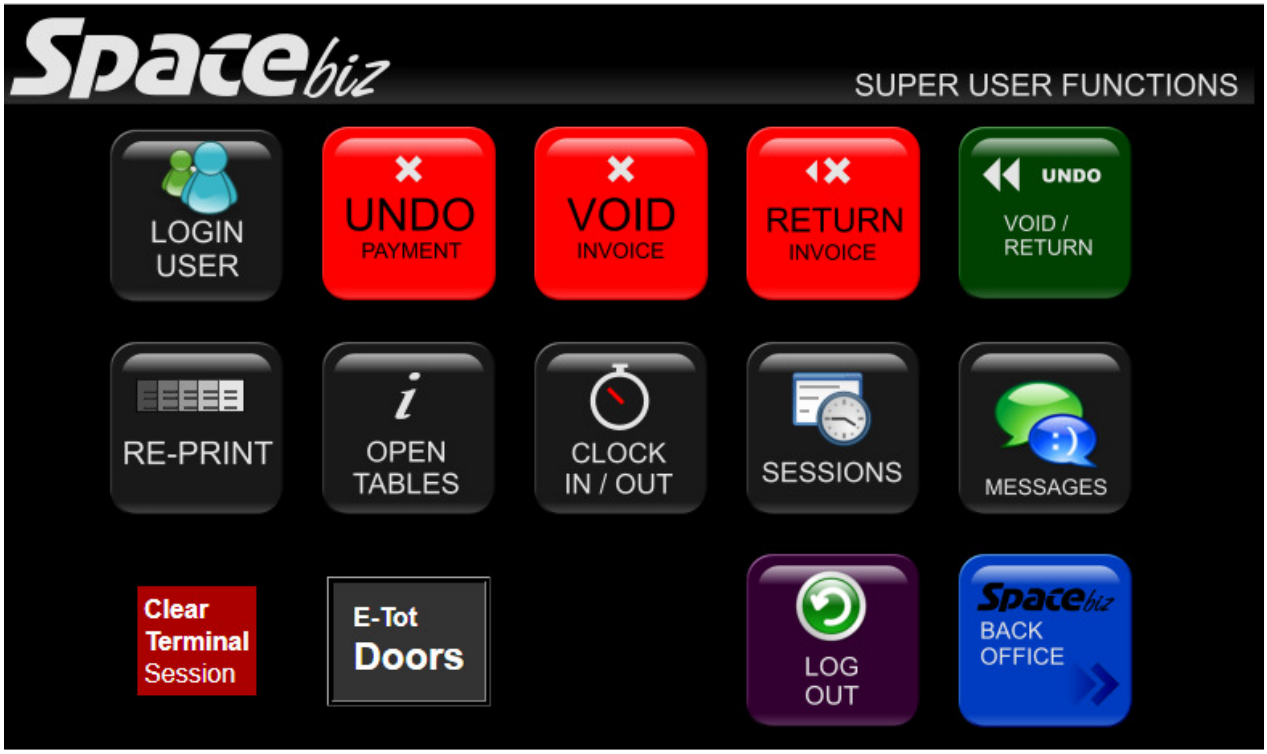
- **Power User Functions**

The Super User function allows for the Supervisor to access front shop information on the POS screen.



SCREEN INDEX

	Allows for the Supervisor to access any of the users on the POS system
	Voids the full Invoice *puts the item back in to stock and available to sell again.* *requires a reason to be entered*
	Reverses the Void / Return and reopens the table for use *requires a reason to be entered*

	Voids the full Invoice *Invoice must be rung up again and payment tendered correctly* *puts the item back in to stock and available to sell again.* *requires a reason to be entered*
	Returns the full Invoice. Allocates the turnover as as an expense. *removes the item from stock and cannot be resold.* *RETURN is WASTAGE* *requires a reason to be entered*
	Allows the system to reprint any invoice by entering the invoice number

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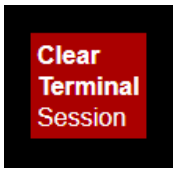
	Supervisors can view all the open tables with trade at any time
	Time & Attendance *ONLY AVAILABLE FOR MY CLOCK
	Log Terminal out of SPACEbiz software
	Log Supervisor out of current session

	Allows for multiple employees to clock in / out at the same time
	Send messages between terminals
	E=tot interface
	Diverts to SPACEbiz Back Office

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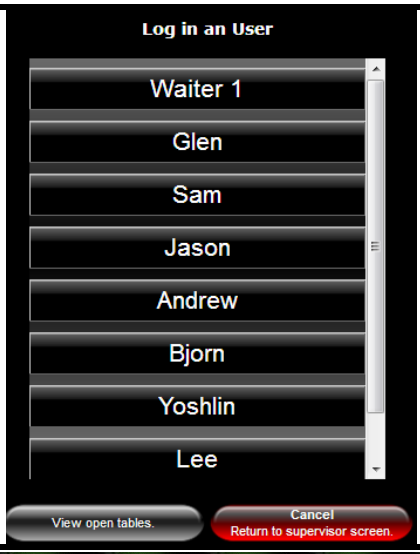
Login user

LOGIN TO A USER

Click on the LOG IN USER icon, a pop up screen will appear with all of the POS users listed alphabetically	
Select the user who's tables you need to access	
Click on the confirm button and a the system will open onto that Users available tables	

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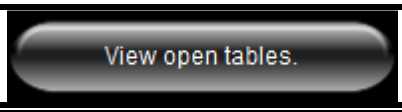
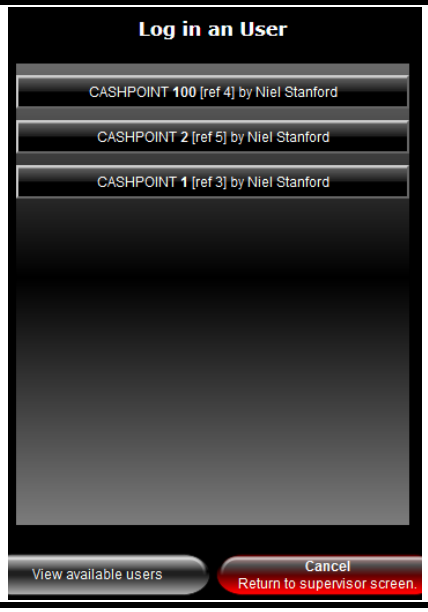
View open tables

VIEW OPEN TABLES:

Click on the LOG IN USER icon, a pop up screen will appear with all of the POS users listed alphabetically	
Click VIEW OPEN TABLES	
Screen will display the list of all current open tables/ cash points for all Users	
Select a table to open	

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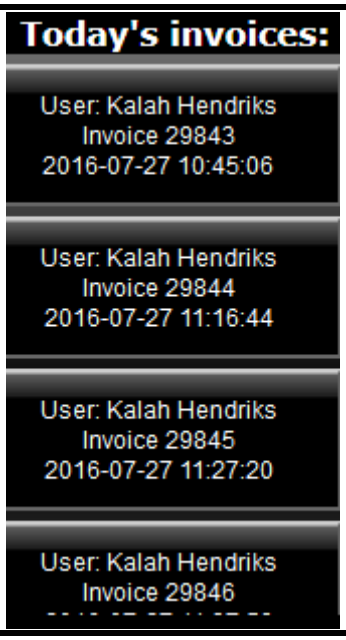
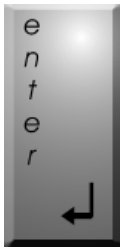
Return Invoice

RETURN AN INVOICE

**a RETURN removes the item from stock and cannot be resold.*

Login to the Power User screen	
Click RETURN INVOICE	
Click VOID INVOICE and enter the invoice number or;	

Select the invoice from the list of available invoices	
Click the REASON button and enter the reason for the RETURNED / WASTED item **a reason has to be provided*	
Press ENTER on the on screen keyboard	
Screen will show VOID SUCCESSFUL	
The REASON was not saved. Select the invoice number, enter the reason and press ENTER on the on screen keyboard	
The REASON must appear in the blue field on the top left	
Screen will show VOID SUCCESSFUL	
Details of the voided invoice can be seen in the REPORTS category in SPACEbiz Back Office	Voids Report

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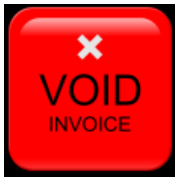
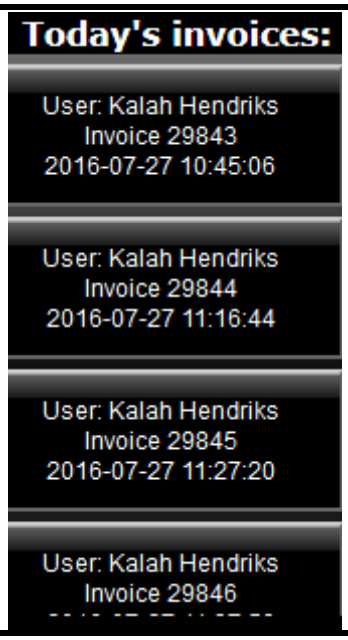
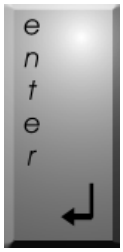
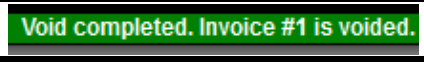
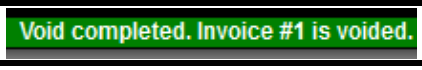
Void Invoice

VOID AN INVOICE

**a VOID puts the item back in to stock and is available to sell again*
**a VOID has no direct financial impact.*

Login to the Power User screen	
Click VOID INVOICE	
Click VOID INVOICE and enter the invoice number or;	
Select the invoice from the list of available invoices	
Click the REASON button and enter the reason for the VOID **a reason has to be provided*	
Press ENTER on the on screen keyboard	
Screen will show VOID SUCCESSFUL	
The REASON was not saved. Select the invoice number, enter the reason and press ENTER on the on screen keyboard	

The REASON must appear in the blue field on the top left	
Screen will show VOID SUCCESSFUL	
Details of the voided invoices can be seen in the REPORTS category in SPACEbiz Back Office	Voids Report

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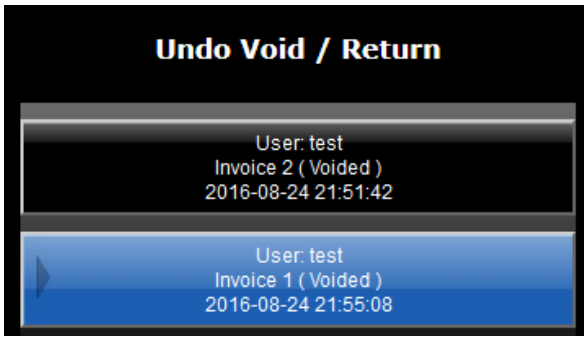
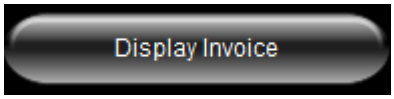
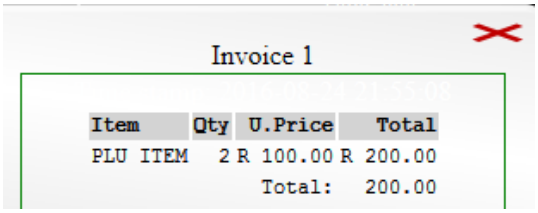
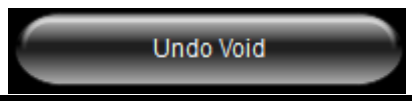
Undo Void / Return

UNDO A VOID / RETURN

Login to the Power User screen	
Click UNDO VOID / RETURN	
Select the Invoice from the list of available Invoices	
Select DISPLAY INVOICE	
Confirm the correct invoice is selected	
Click UNDO VOID	

Transaction will show successful	
Transaction will be open in the POS Users available tables	View open tables

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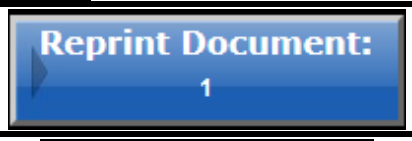
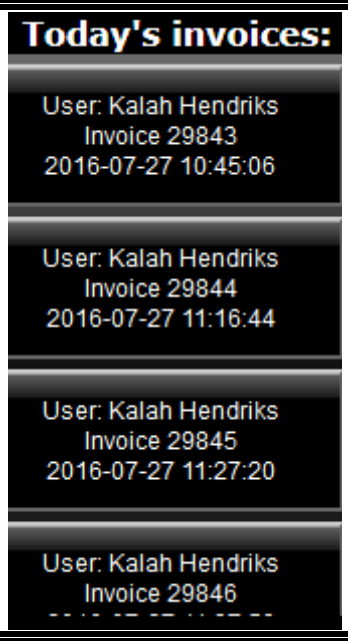
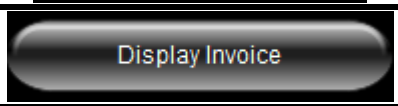
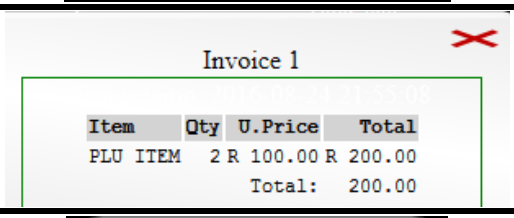
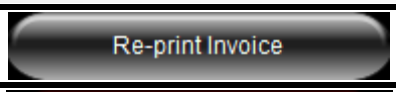
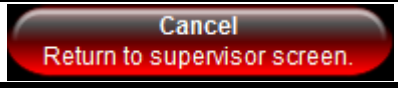
Reprint Invoice

REPRINT INVOICE

Log into supervisor screen	Power User Functions
Select REPRINT	
Enter the invoice number to reprint or	
Select from the list of available invoices	
Click DISPLAY INVOICE	
Confirm the correct invoice is selected	
Click REPRINT INVOICE	
Invoice will print. Select RETURN TO SUPERVISOR SCREEN	

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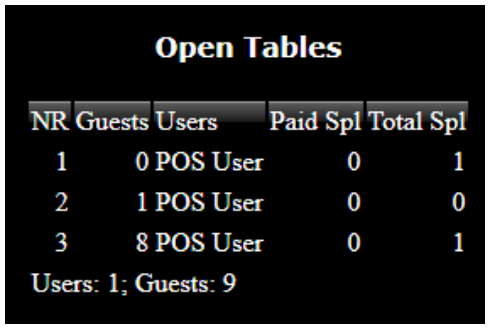
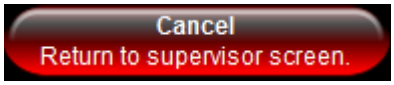
Report open tables

REPORT OPEN TABLES

Log into supervisor screen	Power User Functions
	
	

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FAQ's

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