



POS Manual
POS Access Code

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All employees are required to have a unique access code to the POS system.

A code is assigned to either

- Managerial – Access to voiding, refunding, drawer checkout and cashier functions

OR

- Cashier – Access to taking orders, sending dockets, processing payments and managing drawer

To add, remove or change access codes, please contact

bradly@thecoffeeclub.co.nz.

Please note you are not able to change or delete POS codes using “Change Password” and “Clear Password” functions in the system.