



GENESIS

How to Guide Offline Till Creating a Group

MRJ Consultants

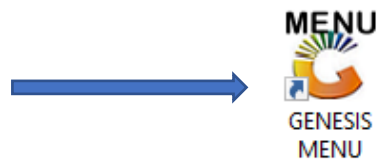
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1. On the Desktop click on the Genesis Icon.



2. Once clicked a user verification box will open.

GENESIS : Main Menu

Select Company MRJ CONSULTANTS

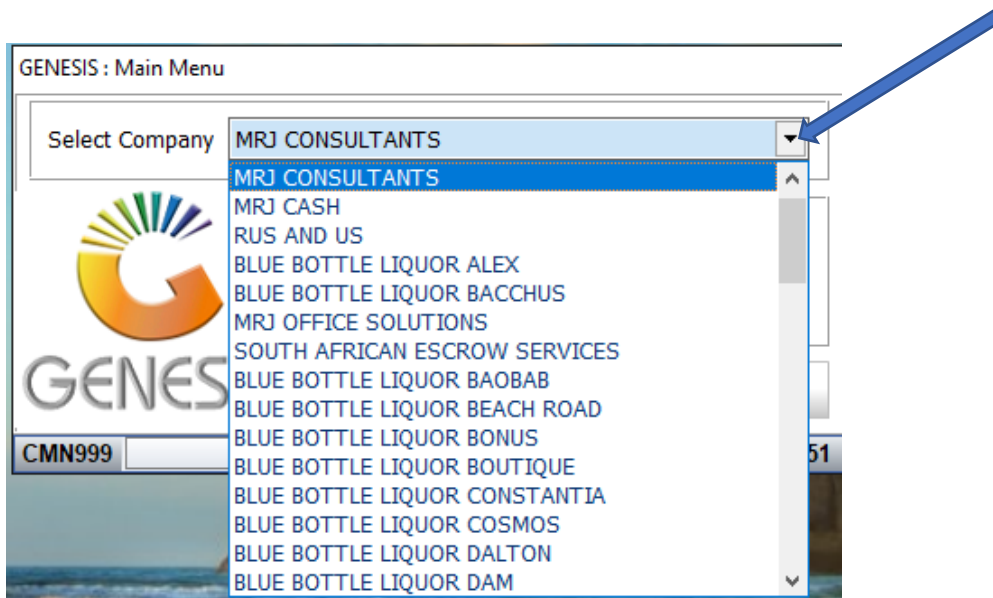


User Code

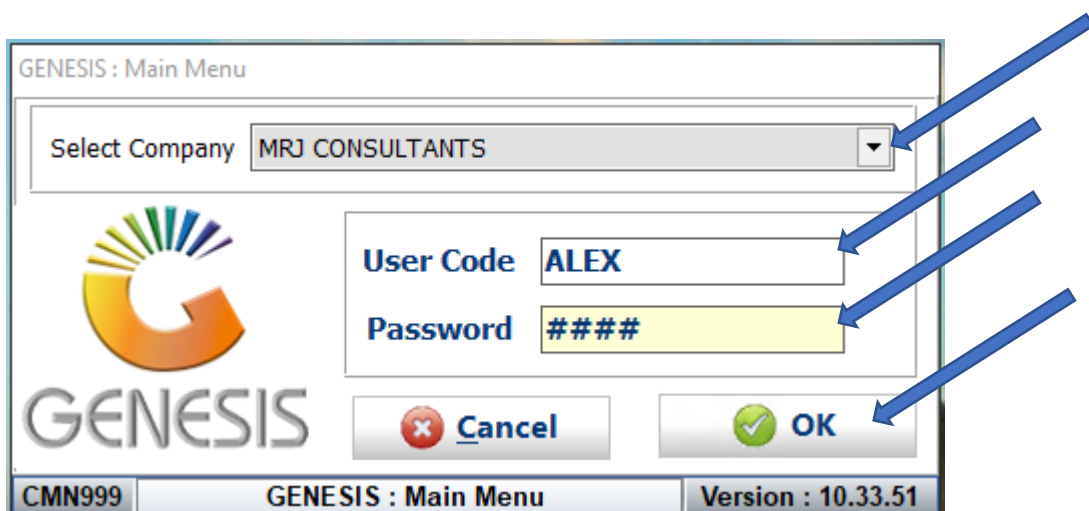
Password

CMN999 GENESIS : Main Menu Version : 10.33.51

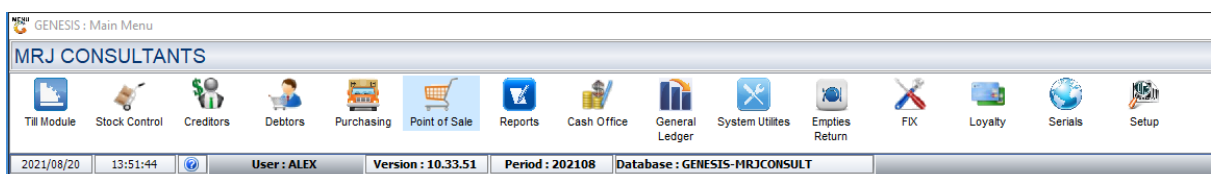
3. Select the correct company on the drop down.



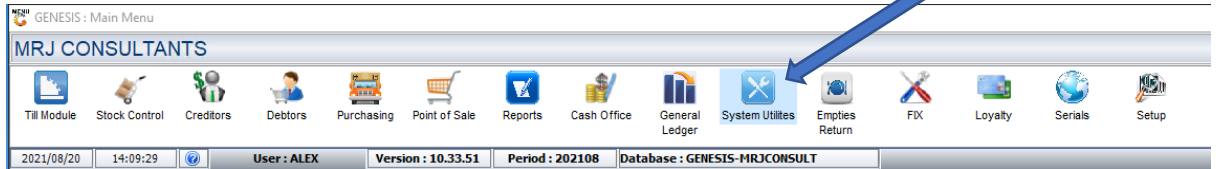
4. Type in your user credentials then click OK.



5. Once opened you will see the main menu, as seen below.



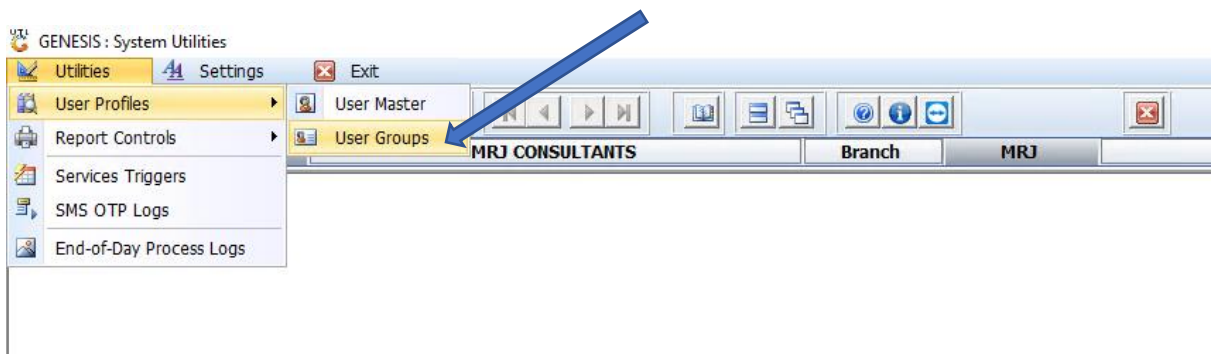
6. In the main menu, Select System Utilities.



7. Once selected the Genesis: Systems Utilities will open.



8. In system utilities click on **Utilities, User Profile, User Group**



9. Once in user Group you will see the following screen.

Group Code	User Group Description	Group Type	Allow Sale Grc	Block Sale Gro	Users
ADM	ADMIN	Admin			28
ADMIN	ADMINISTRATION	Admin			0
BACKOFFICE	BACKOFFICE	Admin			0
BUY	BUYERS	Admin			0
CRED	CREDITORS	Admin			0
DIR	DIRECTORS	Admin			0
FIN	FINANCE	Admin			0
FM	FINANCIAL MANAGER	Admin			0
INV	INVOICING	Admin			0
PROD	PRODUCTION	Admin			0
SALES	SALES	Admin			0
TILL	TILL USERS	Tills			1

Options

- Ins Add
- ← Update
- Del Delete
- Esc Exit

Utilities

- F2 Security Access
- F3 Parameters

Functions

- F5 Copy User Group
- F7 Users in Group
- F11 Allowed Companies

UTL929 System Utilities : User Group Maintenance

10. Click on Till User either Press F5 or Select Copy User Group.

The screenshot displays the 'System Utilities : User Group Maintenance' window. It features a table with the following data:

Group Code	User Group Description	Group Type	Allow Sale Grc	Block Sale Gro	Users
ADM	ADMIN	Admin			28
ADMIN	ADMINISTRATION	Admin			0
BACKOFFICE	BACKOFFICE	Admin			0
BUY	BUYERS	Admin			0
CRED	CREDITORS	Admin			0
DIR	DIRECTORS	Admin			0
FIN	FINANCE	Admin			0
FM	FINANCIAL MANAGER	Admin			0
INV	INVOICING	Admin			0
PROD	PRODUCTION	Admin			0
SALES	SALES	Admin			0
TILL	TILL USERS	Tills			1

The 'TILL USERS' row is highlighted in blue. A blue arrow points from this row to the 'F5 Copy User Group' option in the 'Functions' panel on the right. The sidebar also includes 'Options' (Add, Update, Delete, Exit) and 'Utilities' (Security Access, Parameters) panels.

UTL929 System Utilities : User Group Maintenance

11. You will be prompted to the **System Utilities: Copy User Group, At NEW GROUP CODE** type in **OTL** and at **NEW GROUP NAME** type in **OFFLINE TILL**. Then **Click F10** or **Copy**.

The screenshot shows two windows from the 'System Utilities' application. The main window, 'System Utilities : User Group Maintenance', displays a table of user groups. The 'TILL' group is selected. A secondary window, 'System Utilities : Copy User Group', is open in the foreground, showing the 'Copy a User Group' dialog. This dialog has fields for 'Group Code' (TILL) and 'Group Name' (TILL USERS). Below these, there are fields for 'NEW Group Code' (OTL) and 'NEW Group Name' (OFFLINE TILL), with blue arrows pointing to them. A 'Copy' button is highlighted with a blue arrow, and a blue arrow also points to the 'F10 Copy' option in the 'Options' menu of the dialog. The 'Options' menu also includes 'Add', 'Update', 'Delete', and 'Exit'. The 'Utilities' menu includes 'Security Access' and 'Parameters'. The 'Functions' menu is also visible.

Group Code	User Group Description	Group Type	Allow Sale Grc	Block Sale Gro	Users
ADM	ADMIN	Admin			28
ADMIN	ADMINISTRATION	Admin			0
BACKOFFICE	BACKOFFICE	Admin			0
BUY	BUYERS	Admin			0
CRED	CREDITORS	Admin			0
DIR	DIRECTORS	Admin			0
FIN	FINANCE	Admin			0
FM	FINANCIAL MANAGER	Admin			0
INV	INVOICING	Admin			0
PROD	PRODUCTION	Admin			0
SALES	SALES	Admin			0
TILL	TILL USERS	Tills			1

System Utilities : Copy a User Group

Copy a User Group

[From User Group]

Group Code TILL

Group Name TILL USERS

Company MRJ - MRJ CONSULTANTS

NEW Group Code OTL

NEW Group Name OFFLINE TILL

Options

- Ins Add
- Update
- Del Delete
- Esc Exit

Utilities

- F2 Security Access
- F3 Parameters

Functions

- F10 Copy
- Esc Exit

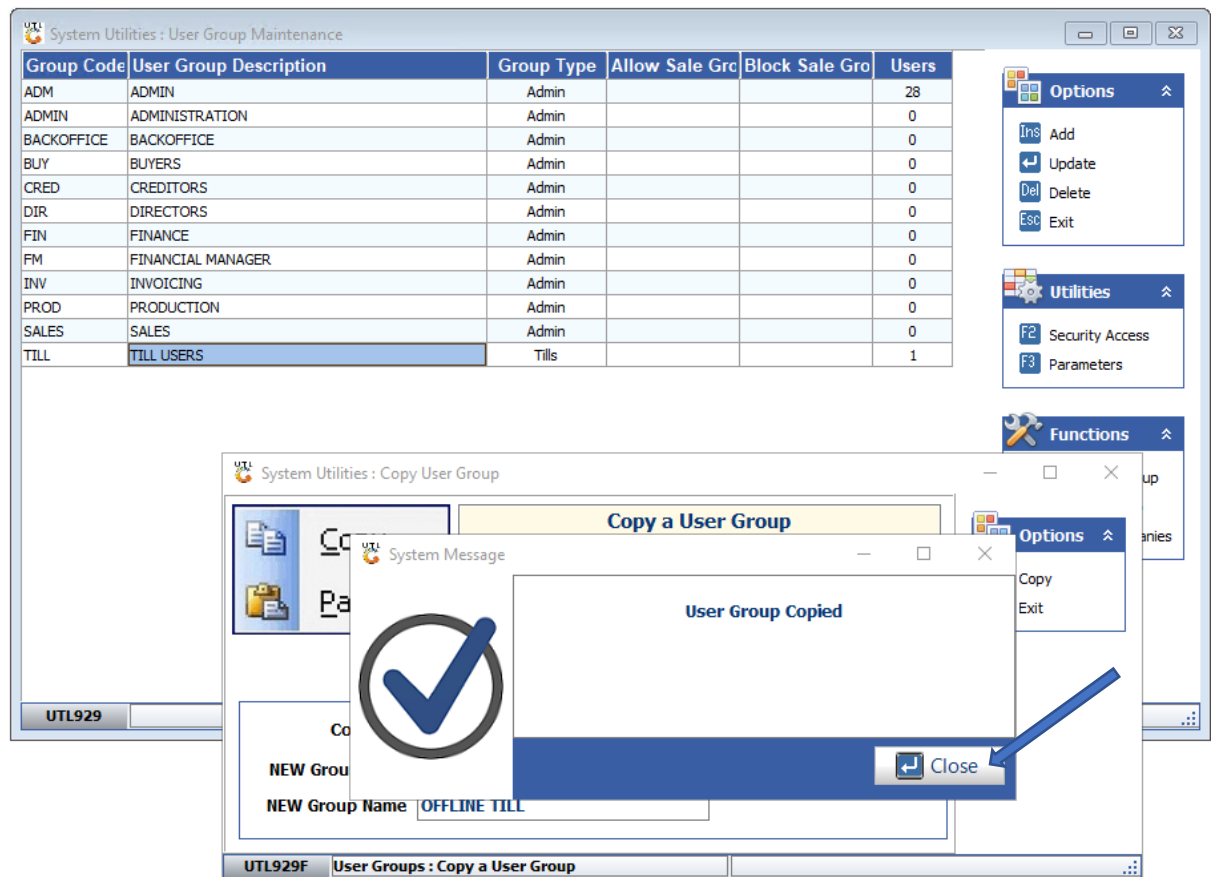
12. Click on Yes

The screenshot displays the 'System Utilities : User Group Maintenance' window. It features a table with the following data:

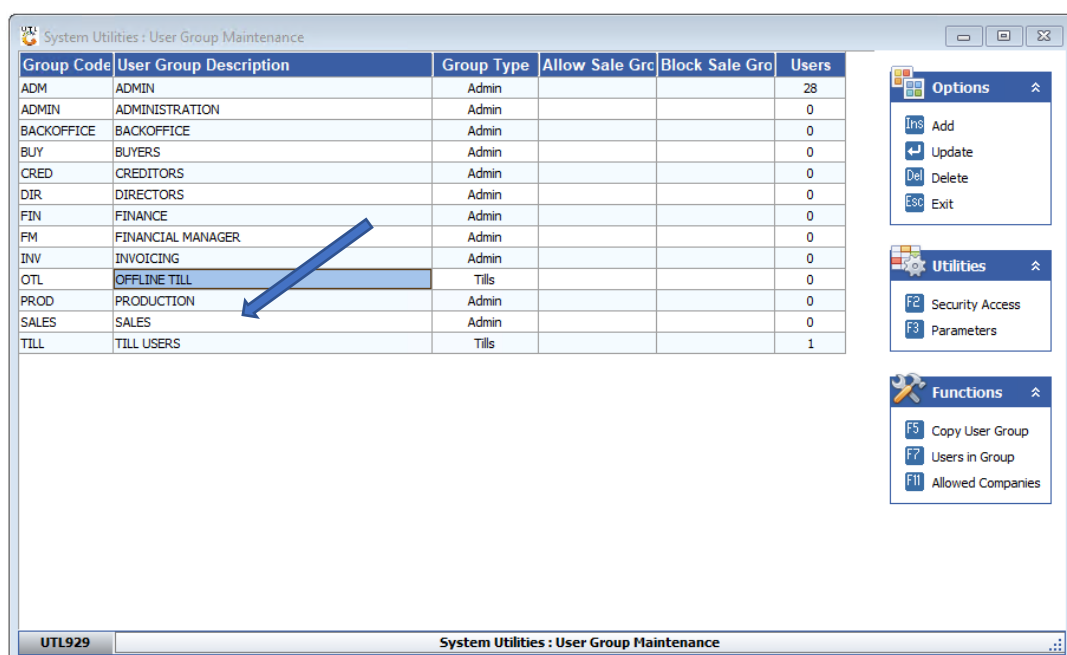
Group Code	User Group Description	Group Type	Allow Sale Grc	Block Sale Gro	Users
ADM	ADMIN	Admin			28
ADMIN	ADMINISTRATION	Admin			0
BACKOFFICE	BACKOFFICE	Admin			0
BUY	BUYERS	Admin			0
CRED	CREDITORS	Admin			0
DIR	DIRECTORS	Admin			0
FIN	FINANCE	Admin			0
FM	FINANCIAL MANAGER	Admin			0
INV	INVOICING	Admin			0
PROD	PRODUCTION	Admin			0
SALES	SALES	Admin			0
TILL	TILL USERS	Tills			1

Overlaid on this window is a 'System Prompt' dialog box titled 'User Group Maintenance' with the text 'COPY User Group?'. At the bottom of the dialog are two buttons: 'N No' and 'Y Yes'. A blue arrow points to the 'Yes' button. The taskbar at the bottom shows the active window as 'System Utilities : Copy User Group'.

13. You will be prompted to the following, **click on close**.



14. Now you will see that your Group has been created. Close the tab to take you back to the main menu.



Congratulations your Group has been created.