



GENESIS

How to Guide Offline Till Creating a User

MRJ Consultants

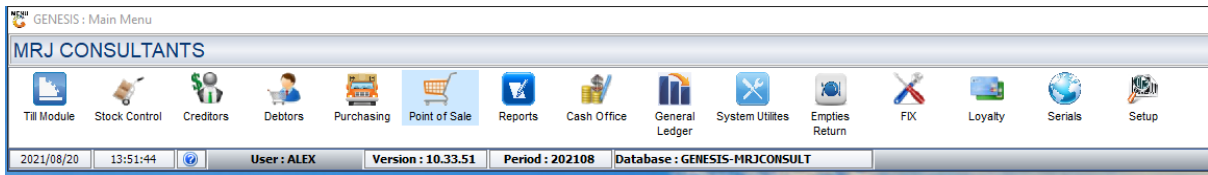
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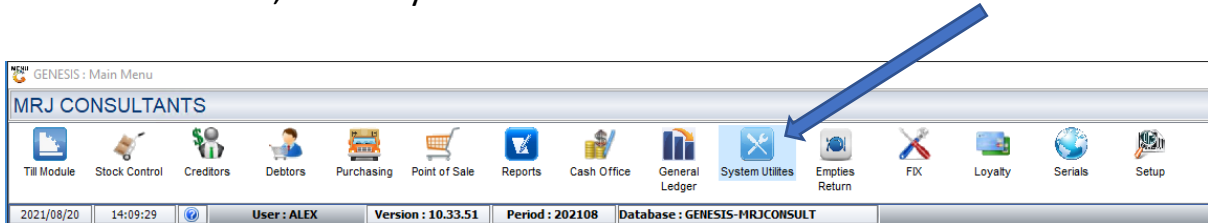
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1. Once opened you will see the main menu, as seen below.



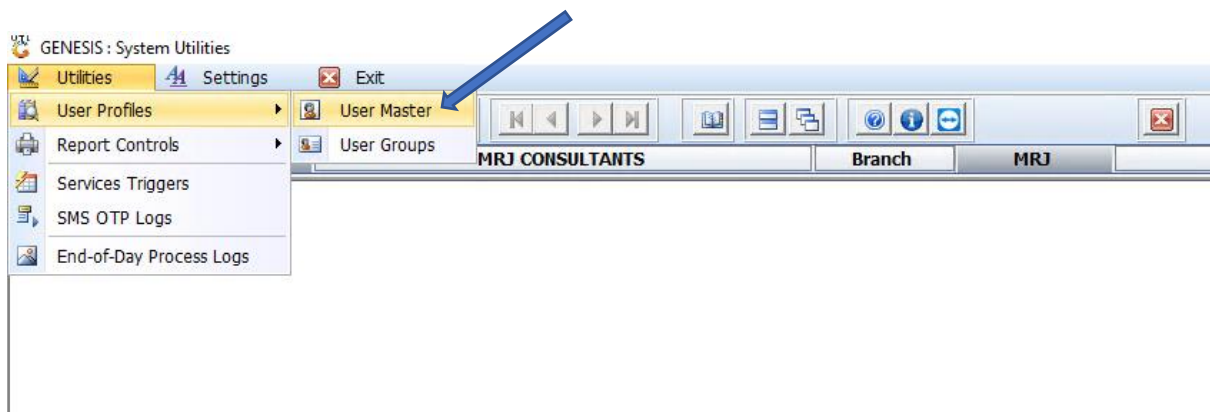
2. In the main menu, Select System Utilities.



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



4. In system utilities click on **Utilities, User Profile, User MASTER.**



5. Here you will see all users, to **ADD a USER, Click on ADD User.**

User Code	User Name	Status	Def.Comp	User Group	Group Description	Superviso	User I.D
ABBY	ABIGAIL VAN COLLER	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
ADMIN	ADMIN	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
ALEX	ALEX	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
BRUNO	BRUNO	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
BRUNOT	BRUNO FERREIRA TILL	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input type="checkbox"/>	0
CARLOS	CARLOS DA CUNHA	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
CARLOST	CARLOS DA CUNHA TILL	Active	SIMUL	TILL	TILL USERS	<input type="checkbox"/>	0
DEMO	DEMO USER	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
E	E	Active	SIMUL	TILL	TILL USERS	<input type="checkbox"/>	0
ERNY	ERNY MOUTON	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	5796
FRIKKIE	FRIKKIE VAN ZYL	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
HENTIE	HENTIE MOSTERT	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
HENTIET	HENTIE MOSTERT TILL	Active	SIMUL	TILL	TILL USERS	<input type="checkbox"/>	0
JOE	JOE	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	7670
JOET	JOE RIBEIRO TILL	Active	SIMUL	TILL	TILL USERS	<input type="checkbox"/>	0
KUMAR	KUMAR	Active	SIMUL	DEMO	DEMO ADMIN USER	<input checked="" type="checkbox"/>	0
MANNYP	MANNY PEREIRA	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
MANNYPT	MANNY PEREIRA	Active	SIMUL	TILL	TILL USERS	<input type="checkbox"/>	0
MIGHAEL	MIGHAEL POTGIETER	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
OCOUSER	ONLINE USER	Active	SIMUL	TILL	TILL USERS	<input type="checkbox"/>	0
OT	OFFLINE TILL	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input type="checkbox"/>	4142
OT1	OFFLINE TILL 1	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input type="checkbox"/>	0
OT2	OFFLINE TILL 2	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input type="checkbox"/>	0
OT3	OFFLINE TILL 3	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input type="checkbox"/>	0
OT4	OFFLINE TILL 4	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input type="checkbox"/>	0
OTS	OFFLINE TILL SUPERVISOR	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input checked="" type="checkbox"/>	0
OTS2	OTL SUPERVISOR 2	Active	SIMUL	OTL	OFFLINE TILL GROUP	<input checked="" type="checkbox"/>	0
PG	PG MOUTON	Active	SIMUL	ADM	ADMIN	<input checked="" type="checkbox"/>	0
ROTHNESS	ROTHNESS DOMICIANA	Active	STMI II	ADM	ADMIN	<input checked="" type="checkbox"/>	0

6. Once opened you will see the below screen.

The screenshot shows the 'User Profile Maintenance' window with the 'Maintain User Details' form. The form includes fields for User Code, Users Name, User Status, Password Last Updated, Company, Branch, User Group, Warehouse, Salesrep, Till Number, Default Printer, Cash Account, User Email Address, User Cell No., System User I.D., Allowed to View Costs, Profit Calculation, Allowed to View Profit Values, Supervisor User, Supervisor Card Number, and Use Session Logs. The 'Options' menu is visible on the right, showing 'Save' (F10) and 'Exit' (ESC).

10. Input your User Code and Username in the relevant field.

The screenshot shows the 'User Profile Maintenance' window with the 'Maintain User Details' form. The 'User Code' field contains 'ALEX' and the 'Users Name' field contains 'ALEX HOBARTH'. Blue arrows point to these fields. The 'Options' menu is visible on the right, showing 'Save' (F10) and 'Exit' (ESC).

11. Go through each drop down and choose the appropriate options for the user.

Once completed press F10 or **click on Save**.

User Profile Maintenance

User Code: ALEX Users Name: ALEX

User Status: A - Active Password Last Updated: 2021/03/08

Ctrl 1 User Defaults Ctrl 2 Tender Types Ctrl 3 System Information

Company: SIMUL - LIQUOR SIMULATION

Branch: SIMUL - SIMULATION

User Group: ADM - ADMIN

Warehouse: 01 - DEFAULT WAREHOUSE

Salesrep: GEN - GENERAL SALES

Till Number: 110 - Ursula - 108

Default Printer: slip

Cash Account: CASH CASH ACCOUNT

User Email Address: _____

User Cell No.: _____ System User I.D.: 0

Allowed to View Costs Profit Calculation : Use Cost (VIEW ONLY) D - System Default

Allowed to View Profit Values

Supervisor User

Supervisor Card Number: %SUPER% Use Session Logs

Options

F10 Save

Esc Exit

UTL912A Maintain User Details