How to setup a new cashier

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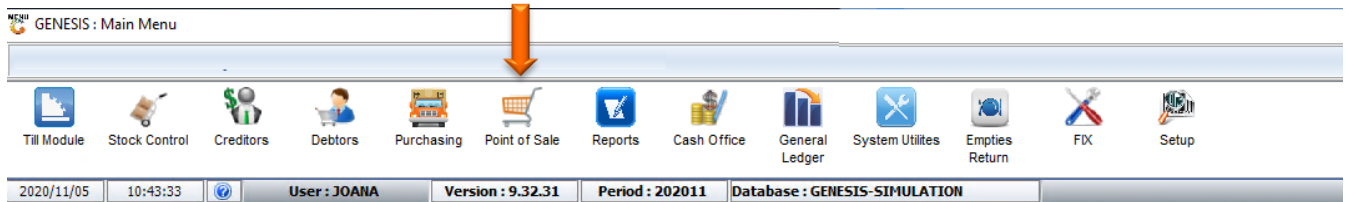
Tel (012) 654 0300

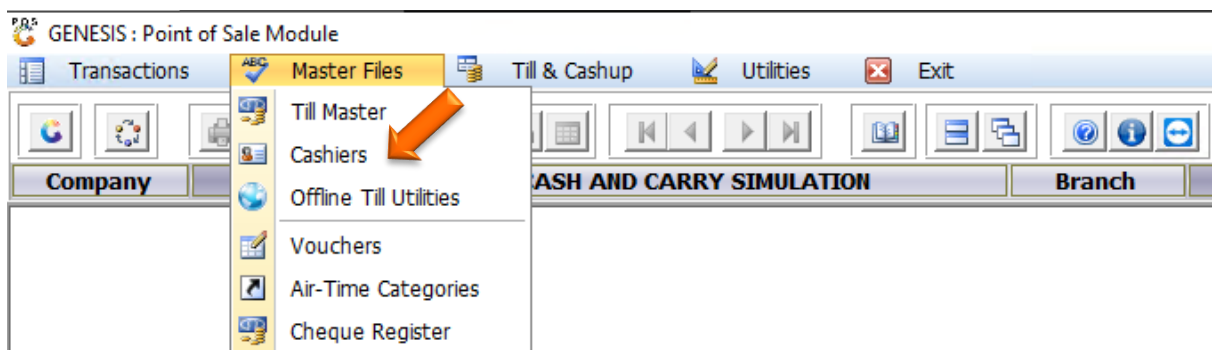*Mail: helpdesk@mrj.co.za*

1. **Open** Genesis Menu.

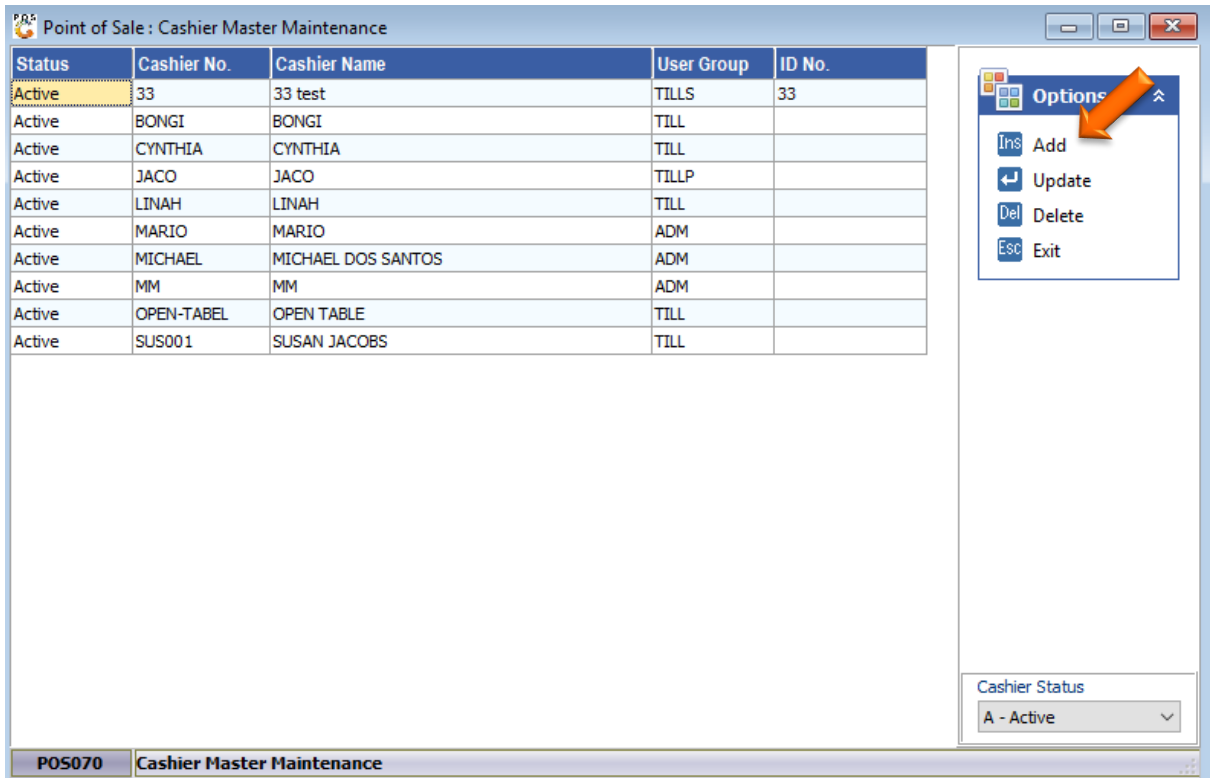2. Type **User code** and **Password.**
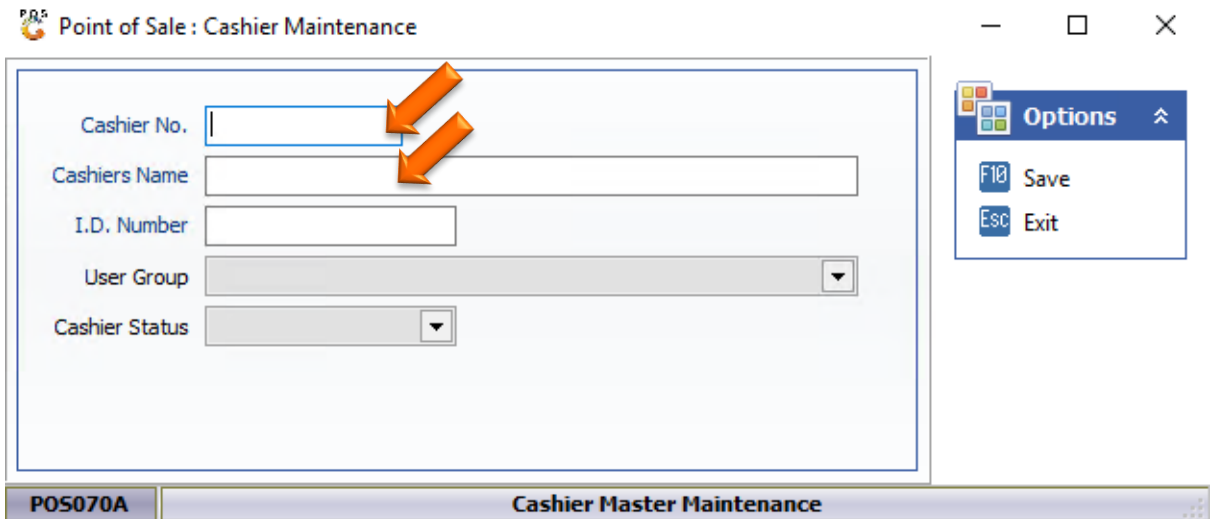

3. Open **Point of Sale** from the Main menu.

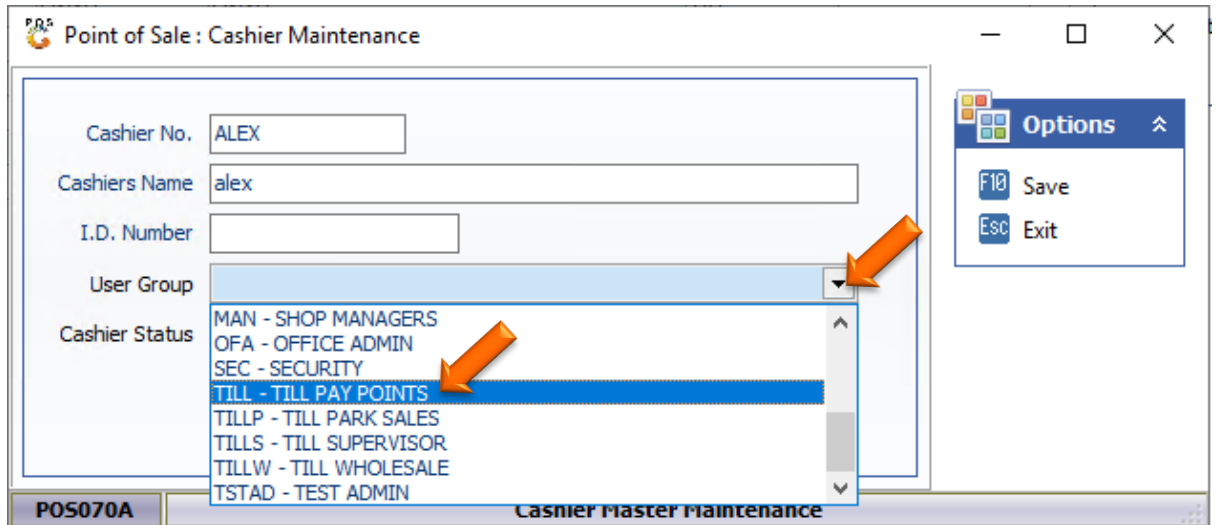4. In Point of Sales **Open Master Files** Then **Cashiers**

5. Once opened you will see all cashiers, we will now be adding a new cashier.
   a. Press Ins on your keyboard or click on Add.

6. Enter in the Cashier no and name eg. (Alex)

7. Under user group there are multiple options. Depending on what permissions you want but for adding a cashier we will be selecting the till pay points.

8. The cashier status will determine if anything can be done once created, for this we will be setting this cashier to Active so that the cashier will be able to do their duties. Once completed press F10 on your keyboard or click on save to save this new cashier.
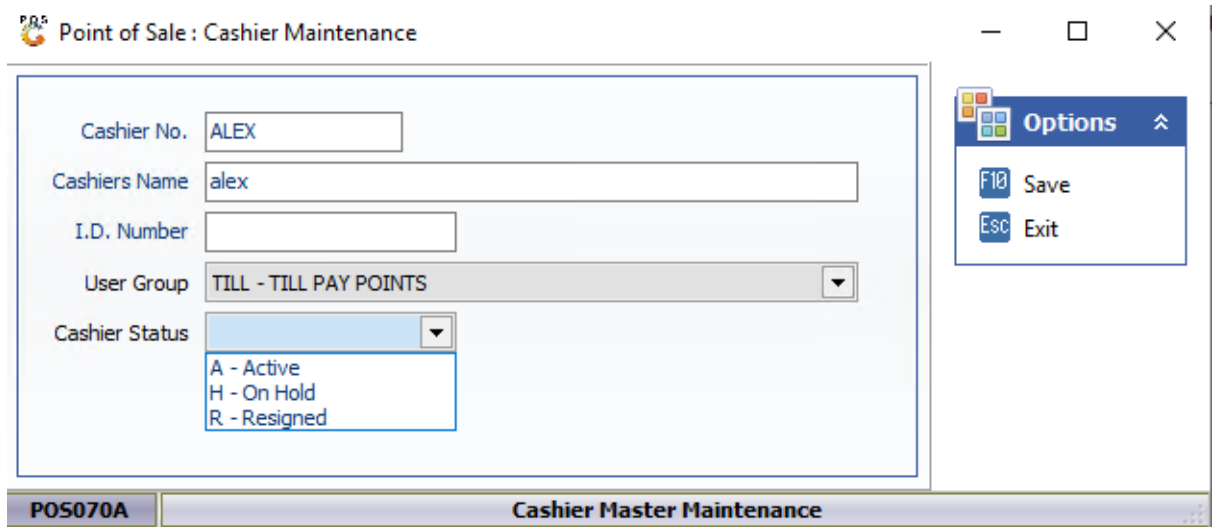
9. You will now see that this cashier has been created and ready for use.

Status	Cashier No.	Cashier Name	User Group	ID No.
Active	33	33 test	TILLS	33
Active	ALEX	alex	TILL	
Active	BONGI	BONGI	TILL	
Active	CYNTHIA	CYNTHIA	TILL	
Active	JACO	JACO	TILLP	
Active	LINAH	LINAH	TILL	
Active	MARIO	MARIO	ADM	
Active	MICHAEL	MICHAEL DOS SANTOS	ADM	
Active	MM	MM	ADM	
Active	OPEN-TABEL	OPEN TABLE	TILL	
Active	SUS001	SUSAN JACOBS	TILL	

Point of Sale : Cashier Master Maintenance

Options

Ins Add
Update
Del Delete
Esc Exit

Cashier Status
A - Active

POS070   Cashier Master Maintenance