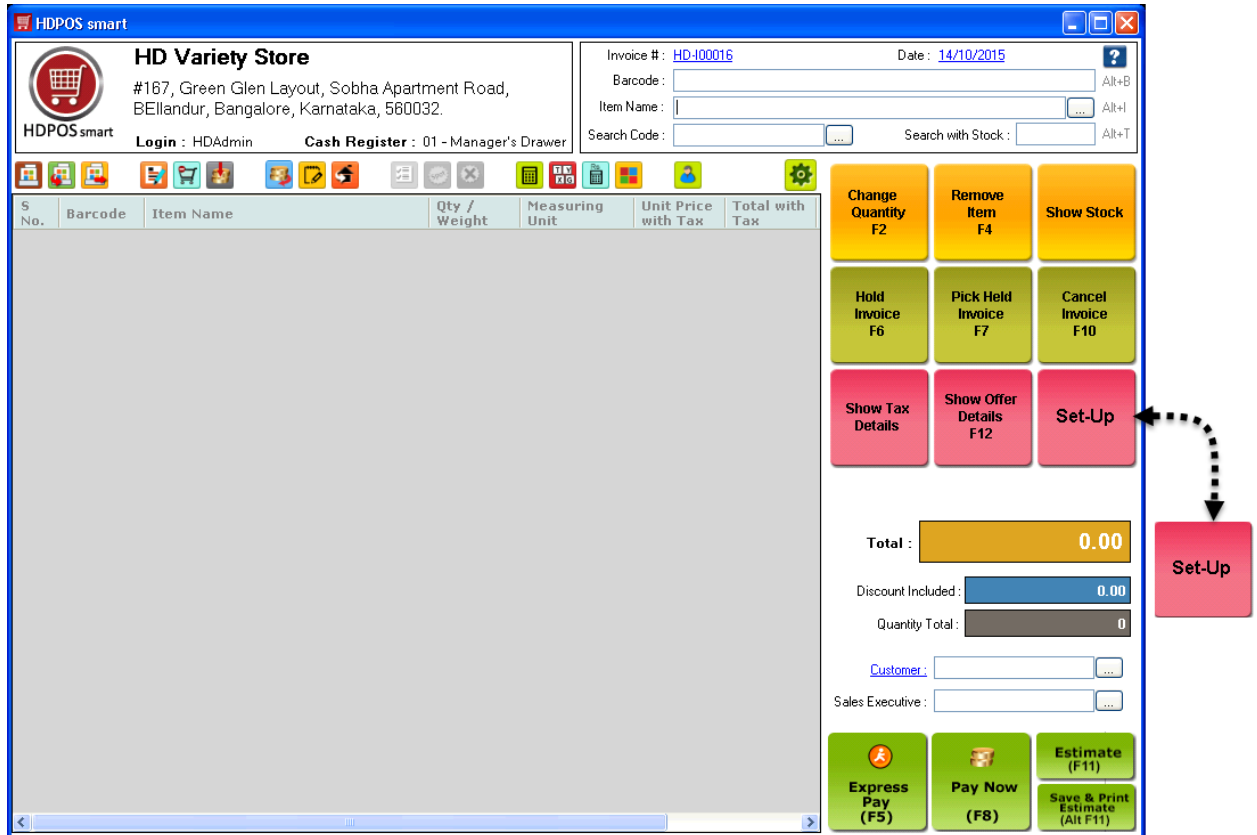


How to do password authentication for a request sent by your employee?

To do password authentication for a request sent by your employee, follow the steps below.

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



2. From 1st page of Set-Up, click on the **Employee**. From **Manage Employee** screen, click on Add/Edit Employee button.
 - Enter all the required details, login ID and Password.
 - Check the checkbox **"Can Approve Access Request via SMS"**.
 - Enter the **mobile number** on which he/she should get the SMS request.
3. Click on **Create/Update**.



Manage Employee

1 2 Edit Employee

Employee Code : E00001 Define my own Code Auto-Generate Code

Employee Details

First Name : Snehal
Middle Name :
Last Name : H
Search Code : 1
Date of Birth : 13/11/1990 Clear
Marital Status : Single
Gender : Female
Date Of Joining : 28/09/2015
Business Location : HD Variety Store
Department : Sales
Employee Designation :
 Can request reports via SMS
 Can approve access request via SMS

Address

Address Line 1
Address Line 2
City State
Zip Code

Contact Info

Telephone Number Fax Number
Mobile Number 9898989898 Send SMS
E Mail snehalh@gmail.com Send Email
Website

Change Photo Remove Photo

Login Details

User Name : s
Password :
 Is Active
 Can not Login without Administrator Permission (Need Active Session)

Sales Commission Details

Sales Commission Percent : 2 %
Commission Quick Position : 0

Spot Discount at Invoice

Has Limited Spot Discount Authority
Maximum Spot Discount : 0 %

Attachments Update (F8) Cancel

4. From the 1st page of Set-Up, click on **Access Rights**.
5. From **Manage Access Rights** screen, go the **Password** section and right click to create a password. You will see as shown below. Click on **Create New Password** option.



6. You will see the **Create Password** screen.
 - a. **Password Name:** Here the user needs to give a name by which you can refer to this password.
 - b. **Password & re-type password:** This is the password you want to give. Both fields are in encrypted mode so no one gets to see what's entered. Both passwords need to be the same.
 - c. **Save Password in File option:** This option will open the 'Save As' window from where you can select your location to save the password as below. This option is useful when you do not want to type the password for other around you to view it, in that case you can just save the password in a file.

Note: The password will be saved as a .pwd extension file i.e. Password Name + .pwd extension.
 - d. Click on **OK**.



Create Password

Password Name :

Password :

Re-Type Password :

7. Drag functionalities from the **Functionalities** list and drop it on the password.

Login	Login Group	Computer Name	Computer Group Name	Functionality Name	Fu Na
Total Records : 0					

For instance if we create an **admin password** and drag functionality **POSMain – Set Up** and drop it on **Admin password**, then the next time you click on Set-Up button, you will first see a password verification screen. On entering the right password we will be taken to the **Set-Up** screen.

Note: Restart the application.



8. After setting a password for your required functionalities, when the user now tries to access the password protected function it will show the below pop-up where you need to do any one:-

The screenshot shows the HDPOS smart application interface. At the top, there's a header with the store name 'HD Variety Store', address, and login information. Below that is a grid of functional buttons such as 'Change Quantity', 'Remove Item', 'Show Stock', 'Hold Invoice', 'Pick Held Invoice', 'Cancel Invoice', 'Show Tax Details', 'Show Offer Details', 'Set-Up', 'Express Pay', 'Pay Now', and 'Estimate'. A 'Password Verification' dialog box is open in the center, prompting the user to enter an 'Admin Password'. The dialog box has three radio button options: 'Enter Password', 'Read From File', and 'Request For Approval'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

- Enter the password if you know and click on 'OK'.
- Click on 'Read From File' option and select the password (.pwd extension) file from the location where it had been saved earlier. This password file can also be saved on a pen drive so the supervisor can connect it and select the file to authorize user to access the selected functionality.
- Or Click on 'Request for Approval' option.



9. Clicking on **Request for approval** will bring up the below pop up screen of **Create Access Request via SMS**.

Create Access Request via SMS

Send SMS request to : Snehal H

Functionality Name : **POSMain - Set Up**

Note : Give access request to this request for Set-Up.

Send SMS From Device

OK Cancel

- **Send SMS request to:** Select the employee name to whom you have to send the request, so that they can give access. This will only show those employee names that have **Can Approve Access Request via SMS** selected in Employee definition.
 - **Functionality Name:** The functionality name which you want to access will be displayed here.
 - **Note:** Enter any notes for the request.
 - **Send SMS from Device** checkbox: If this checkbox is checked the SMS will be sent from the SMS device (dongle). If this checkbox is unchecked, the SMS will be sent from the SMS gateway if it is configured in HDPOS smart.
 - Click on **OK**.
10. Clicking on OK will send an SMS to the selected approver and display the below **Waiting For approval** message. This message box will automatically close once the approver sends SMS for Approval.

Waiting For Approval

Please wait while the Approver approves OR rejects this request.

Cancel

11. The SMS sent will be (**[Logged in User Name] is requesting to access [Functionality Name]. Reply [SMSCode] Y to Approve or [SMSCode] N to Deny**)
i.e. ["Employee 1" is requesting to access "POSMain – Set Up". Reply 5490Y to Approve or 5490N to Deny].
- **SMSCode** is a four digit number which is generated internally by the application.



- If approver replies with [SMSCode] Y, then user will get access and if approver replied [SMSCode] N, then user will get below pop-up.



12. From 4th page of Set-Up screen, go to 'Password' option. You can see details of all the requests generated.

(Note: The approving manager can be located physically anywhere on the network. (In case of cloud account, he/she can be anywhere in the world)

Manage Access Requests

Process Request View Request Delete Request

Show All Pending Approved Rejected Canceled Invalid

Requested Login	Request Date	Request Reason	Functionality Name	Password Name	Status	Approve Login
HDAdmin	14/10/2015 12:19 PM	Approve	POSMain - Cancel Invoice	admin	Approved	HDAdmin
rishi	15/10/2015 07:54 AM	Give access request to this request for Set-Up.	POSMain - Set Up	Admin Password	Canceled	
rishi	15/10/2015 07:56 AM		POSMain - Set Up	Admin Password	Approved	rishi
rishi	15/10/2015 07:59 AM		POSMain - Set Up	Admin Password	Rejected	rishi

Total Records : 4

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