

USER GUIDE



Disabling Pricing and Discounting for Cashiers in Fred POS

USER GUIDE

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FRED

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OVERVIEW

Because the prices of script items are set in Fred Dispense, the ability to change prices must be enabled in Fred POS, which means that, by default, your cashiers can also change the prices of other items.

This document provides step-by-step instructions on securing your Fred POS system by disabling the ability for cashiers to change pricing and apply discounts.

Note: This is an advanced Fred Office procedure. If you need assistance, please contact the Fred support team.

PROCEDURE

Step 1: Create the user (cashier) in Fred Office

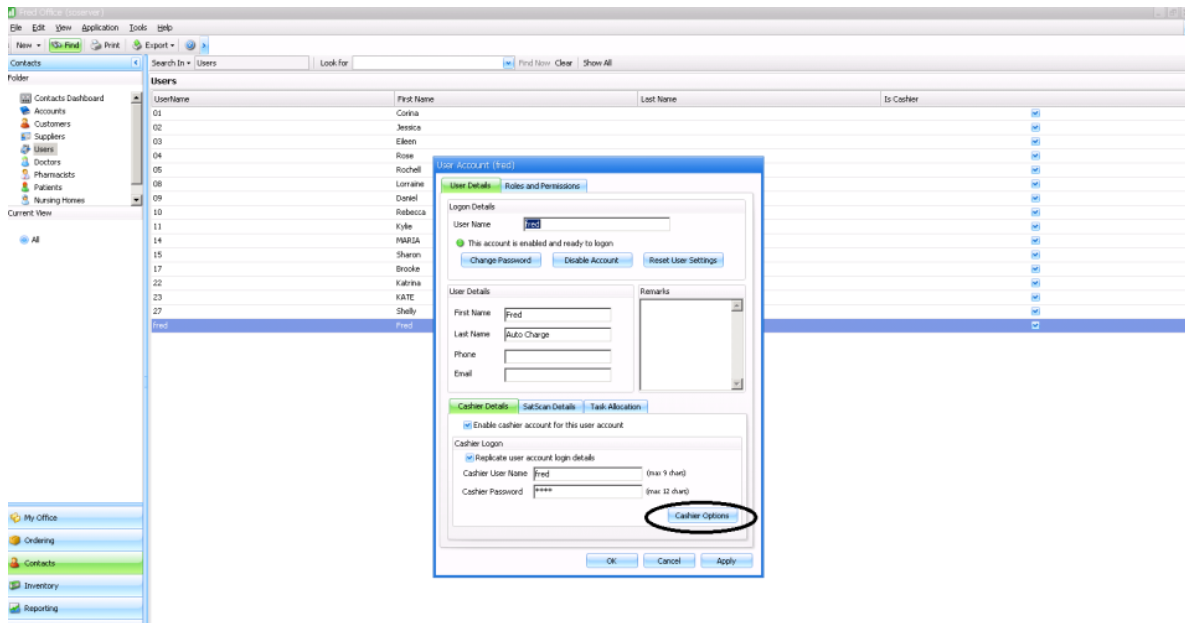
For details, see “**Add a Cashier**” in the Fred Office online F1 help:

<https://helpfile.fred.com.au/standalone/version37/default.htm?url=WordDocuments%2Faddacashier1.htm>

Step 2: Set a security level for the user in Fred Office

1. On the left-hand navigation menu, click **Contacts**, then click **Users**.

The Users screen is displayed.

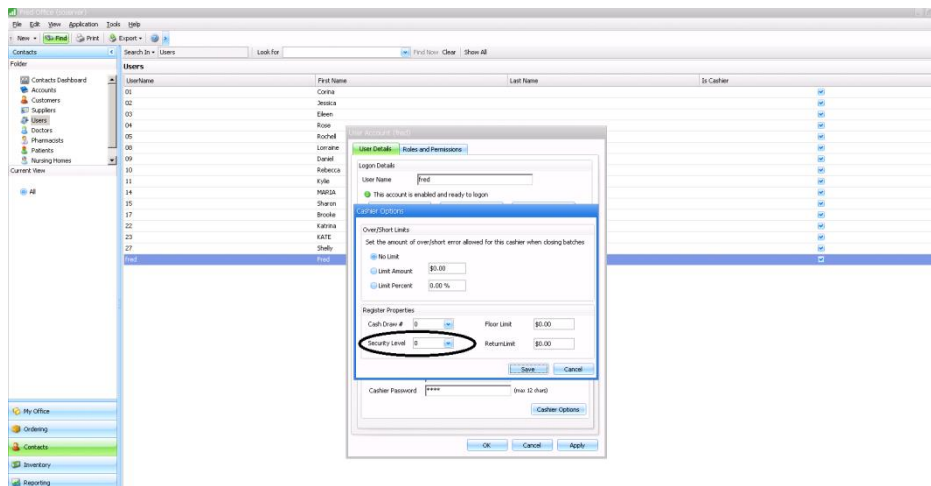


2. Double-click the user whose security level you want to modify.

The User Account window is displayed.

3. Click **Cashier Options**.

The Cashier Options window is displayed.

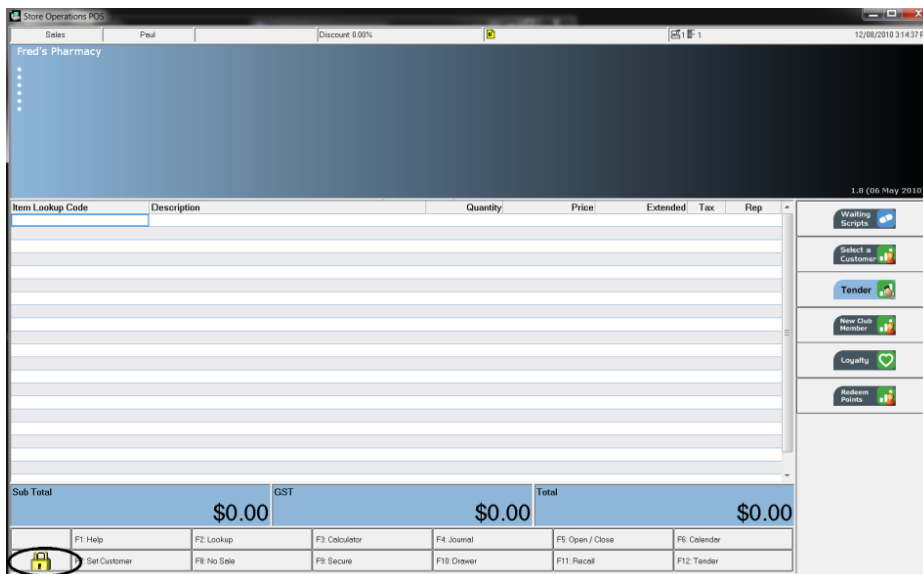


4. In the **Security Level** drop-down list, select the required security level.

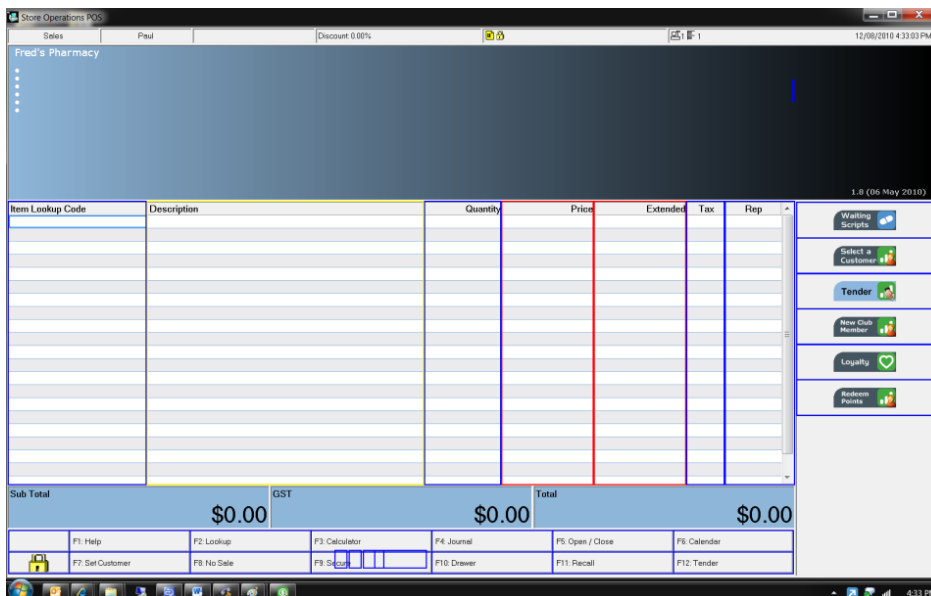
Step 3: Customise the security level in Fred POS

Disable price changes

1. Log into Fred POS.
2. Click the blank function key in the bottom left corner of the screen.

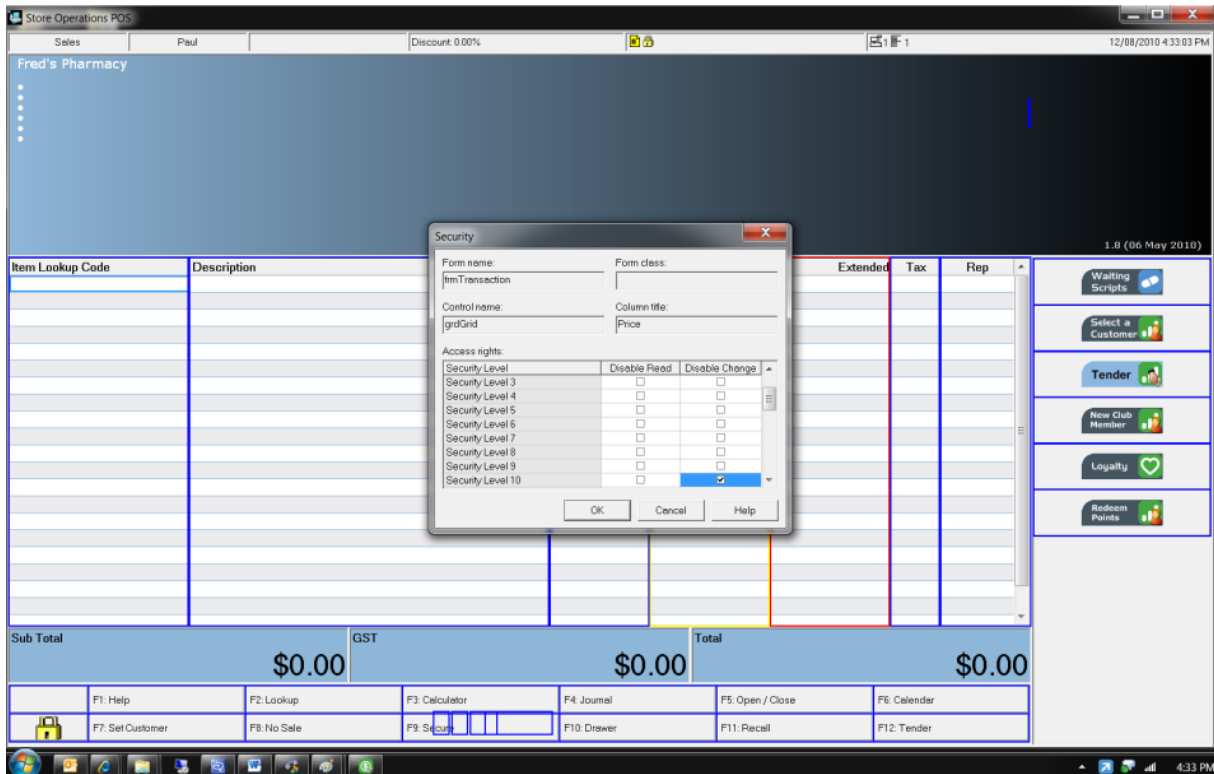


3. Press [Ctrl+S] to activate security options.



4. Right-click the **Price** column.

- The Security window is displayed.



- Tick the **Disable Change** checkbox next to the required security level.
- Click **OK** to close the Security window.
- Right-click the **Extended Price** column.
The Security window is displayed.
- Tick the **Disable Change** checkbox next to the required security level.
- Click **OK** to close the Security window.

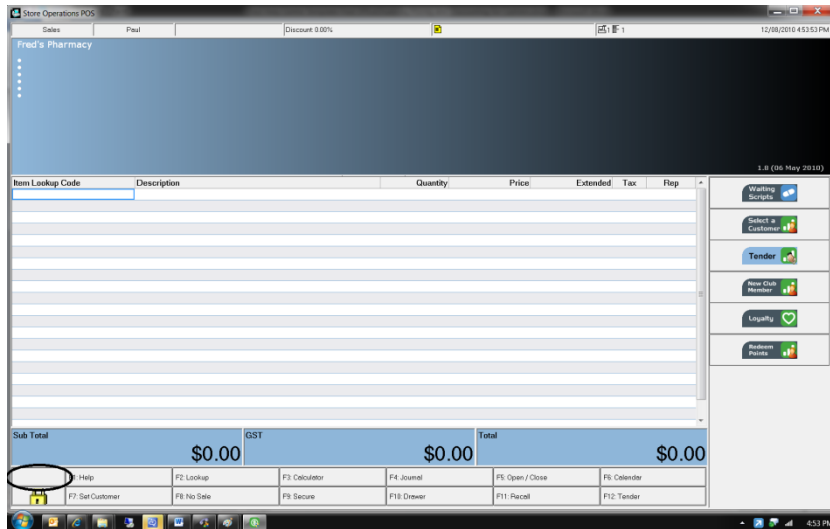
Note: You can repeat steps 8 to 10 on any other columns you want to prevent cashiers from changing.

- Press [Ctrl+S] to save your changes.
- To disable discounting, follow the instructions in the **Disable discounting** section of this document.

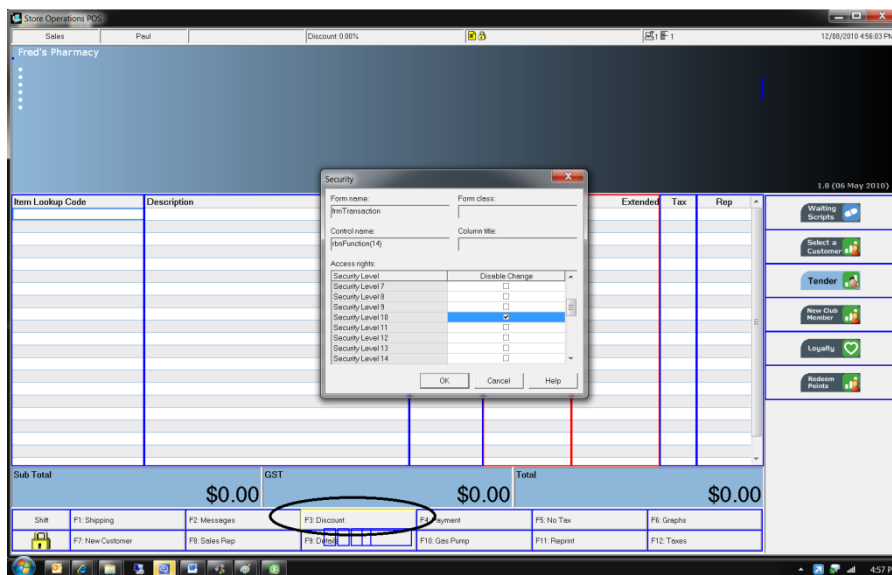
If you don't want to disable discounting, click the **Padlock** function key to disable security mode.

Disable discounting

1. In Fred POS, click the blank function key above the padlock (in the bottom left corner of the screen).



2. Press [Ctrl+S].
3. Right-click the **F3 Discount** button.



The Security window is displayed.

4. Tick the **Disable Change** checkbox next to the required security level.
5. Click **OK** to close the Security window.
6. Press [Ctrl+S] to save your changes.
7. Click the **Padlock** function key to disable security mode.
8. Press [F9] to secure the till.