

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



HDPOS smart v2 Tutorials

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

1. Go to **Employees** module.

Employee Code	Name	Search Code	Joining Date	Department	Designation	Location Name
E00001	Srihari Vemula		06/01/2017 03:44 PM	Billing	Manager	Gobal Retails
E00002	Srikar Alvala		06/01/2017 03:48 PM	Billing	Cashier	Gobal Retails

2. From Manage Employee screen, click on **Add/Edit Employee** button.

Employee Code : E00001

Employee Details

First Name : Srihari
Middle Name :
Last Name : Vemula
Search Code :
Date of Birth :
Mantal Status : Married
Gender : Male
Date Of Joining : 06/01/2017
Business Location : Gobal Retails
Department : Billing
Employee Designation : Manager

Can request reports via SMS
 Can approve access request via SMS
 Not an Employee
 Can have appointment
 Can be attached to invoice appointment

Login Details

User Name : Srihari
Password : *****
 Is Active
 Cannot Login without Administrator Permission (Need Active Session)

Address
Address Line 1 : Ramurthynagar
Address Line 2 : Road no 15
City : Bangalore
State : Karnataka
Country :
Zip Code :
Contact Info
Telephone Number :
Fax Number :
Mobile Number : 3300000011
E Mail : SrihariV@abcl.com
Website :
Working Shift :
Hour Rate : 0.00

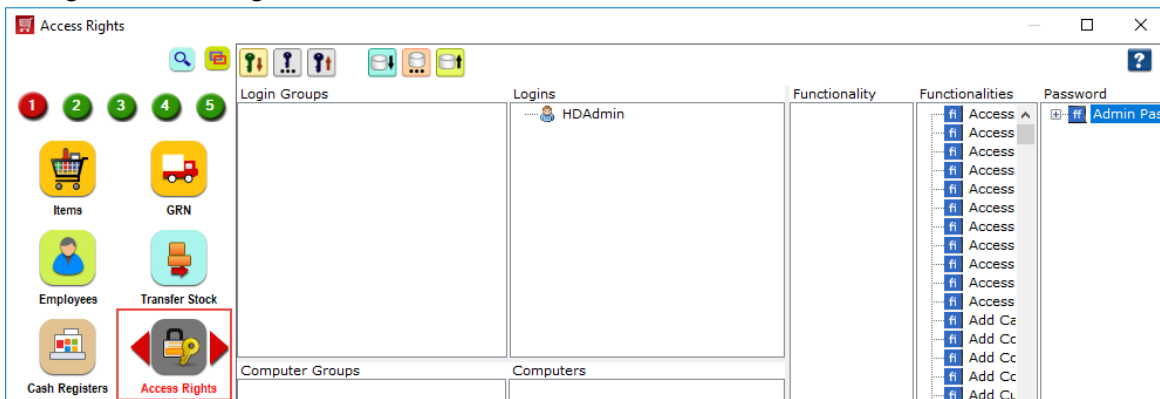
Sales Commission Details
Sales Commission Percent : 2 %
Commission Quick Position : 0
 Apply Commission based on Calculation
Spot Discount at Invoice
 Has Limited Spot Discount Authority
Maximum Spot Discount : 0 %

Update & Next (F7) Update (F8) Cancel

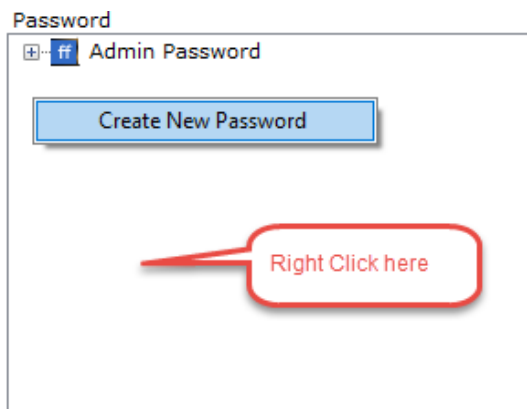
- Enter all the required details, login ID and Password.
- Check the checkbox **“Can Approve Access Request via SMS”**.



- Enter the mobile number on which he/she should get the SMS request.
3. Click on **Create/Update**.
 4. Now go to Access Rights module.



5. From Manage Access Rights screen, go the Password section and right click in password section set a password access to functionality. You will see as shown below. Click on **Create New Password** option.

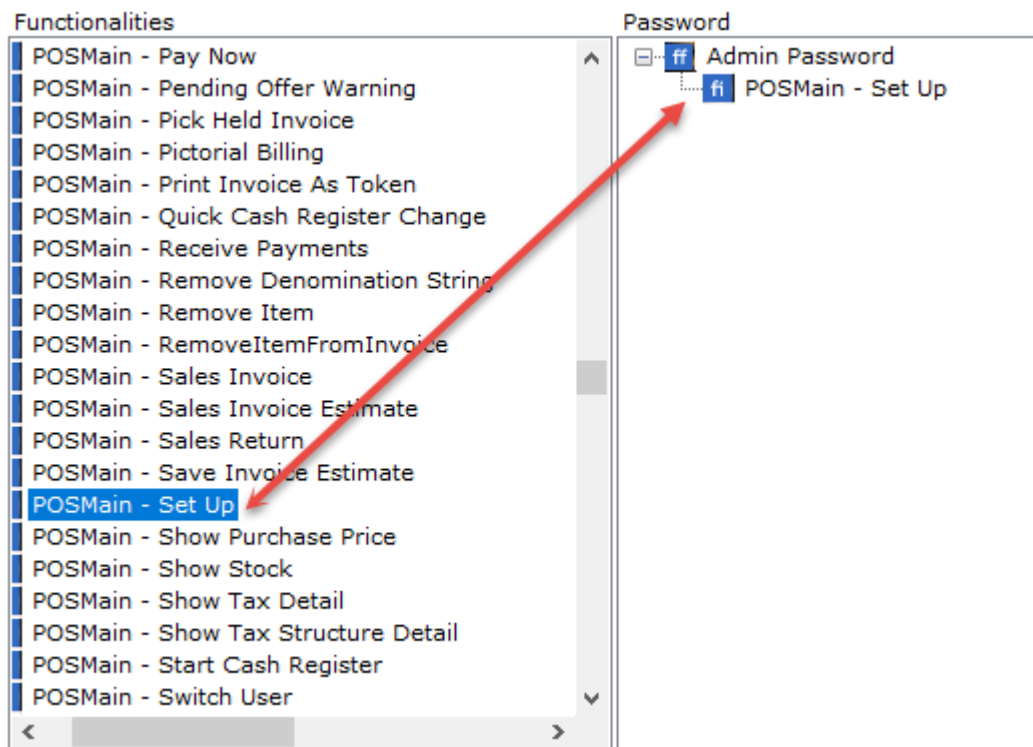


6. You will see the Create Password screen.

- 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**.
7. Drag functionalities from the Functionalities list and drop it on the password. 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 is required for changes to get applied



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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:-

- 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.

- **Send SMS request to:** Select the employee name to which 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).
- 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.



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. Go to ‘Password’ module. 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)