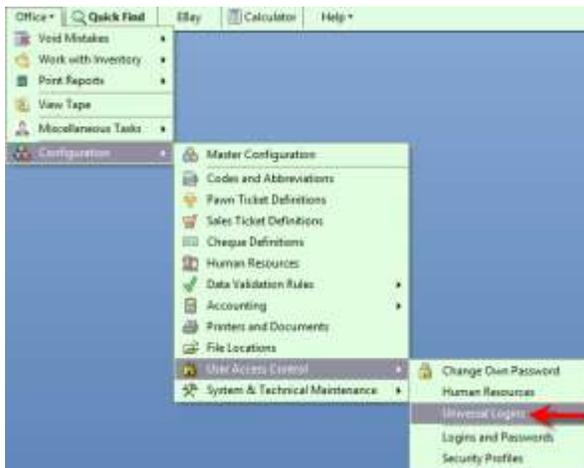


Question: How do I use universal logins?

Answer: Universal logins can be used switching between different employees who use the same terminal.



To turn on universal logins click Office -> Configuration -> User Access Control -> Universal Logins.

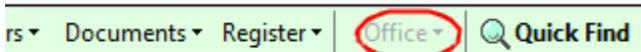
The universal login names window will open. Here is where a single login is set that is to be used once on the main login page. In this example the login name will be universal and the password will also be "universal." Any username and password combination can be used when setting the universal login. When the login name and password has been chosen, click OK to save the settings.

A screenshot of the 'Universal Login Names' window. The window title is 'Universal Login Names' and the main heading is 'universal login names'. Below the heading is a text box explaining that a universal login name is a name anyone can use to log in and get basic access to the system. The form contains the following fields: 'Login name' with the value 'universal', 'Password' with a masked value '*****' and a '<< reveal' button, 'Re-type Password' with a masked value '*****' and a yellow highlight, and 'Use Profile No.' with a dropdown menu showing '33' and a 'Security Profiles' button. At the bottom of the window are buttons for 'New', 'Delete', 'Cancel', and 'OK'. The status bar at the bottom shows 'Record: 1 of 1' and a search field.

How to use Universal Login



When logging into Dazzle use the new username and password that was just created. This allows a generic login to Dazzle. In this example the username is universal and the password is universal. This is the single login that was created earlier in this document, which is needed to open the Dazzle Pawn system.



After logging in, the Office menu button will be grayed out. This locks out access to all office functions unless a manager logs in to Dazzle using their own username and password.



Multiple employees can use a single terminal and still retain accountability. Every transaction simply requires the employees' password. For example when starting a pawn ticket, a new field appears called "Your Code." This is where the password is typed for every transaction. If the password is successful, the employees' initials will appear next to the password that was entered.

Remember that Dazzle will ask for an employee's password for every transaction.

