

How to set a passwords for Front Desk Functions

For added security, often clubs want to put a password on certain Front Desk functions. These passwords can be set by entering Utilities...



and then going in to the Club Information screen...



ClubRunner : Default [CRT] - [Utilities]

Quick Commands Help

Name: ClubRunner
 Attention: Jeff Colen
 Address 1: 1080 East Indiantown Road
 Address 2: #202
 City: Jupiter
 State: FL
 Zip Code: 33477
 Country: US
 Phone #: 800-554-2582
 Tax ID:
 Client ID:

Club Code: CRT
 Club Code Start Byte:
 Supplementary Club Code: CRT
 Barcode Start/End Char:
 Next Card Barcode #: 1
 Backup Date:
 ClubRunner Start Date: 07/29/2002
 Sweep Date: 03/05/2009
 Next Verification Date: 10/27/2009
 Verification Increment:
 Member # Prefix:

Master Security

Supervisor/Void	apple
Pop Cash Drawer	orange
Change Shift	orange
Cash Out	orange

Recon Ended @ 8:19 AM

Please note that once you activate the passwords feature, all four (4) of the listed actions will require a password. The password can be the same for all these actions, or different for each one.

To activate this feature, there is one more step involved. You must go in to the User Security screen and set the Front Desk user(s) to "view" or a red check.

ClubRunner : Default [CRT] - [Utilities]

Quick Commands Help

Click/Space in Grid to Change Security Level

User Name	Code	Password	F. Desk	Guests	Inventory	Members	Reports	Utilities
Anca Siliste	AS	*****	✓	✓	✓	✓	✓	⊘
Brenda Hilcoff	BH	*****	✓	⊘	✓	✓	⊘	⊘
Chantal Martin	CM	*****	✓	✓	✓	✓	✓	⊘
Front Desk	FD	*****	✓	✓	✓	✓	⊘	⊘
Jeff Colen	JC	*****	✓	✓	✓	✓	✓	✓
JoAnn Bock	JB	*****	✓	⊘	✓	✓	✓	⊘
Joanna Knowles	JM	*****	✓	✓	✓	✓	✓	⊘
Kasie Zilk	KZ	*****	✓	✓	✓	✓	✓	⊘
Katrina Wells	KW	*****	✓	✓	✓	✓	✓	⊘
Lynn Hearn	LH	*****	✓	✓	✓	✓	✓	✓
Sarka Osecka	SO	*****	✓	✓	✓	✓	✓	✓

No Rights
 View Only
 All Rights

Delete User Add User

Recon Ended @ 8:19 AM

The end result will look like this...

ClubRunner : Default [CRT] - [Front Desk]

Quick Commands Help

Check-In Info History

Log

ClubRunner

You do not have rights to perform this operation.
Please enter a password to override.

OK

Member.. <None>

Charge To Account

Cash

Check

Credit Card

Loyalty Points

More...

Void

Close

Item #	Description	Amount
AS1001	Cleansing Gele-4oz	\$28.00
AS1001.5	Cleansing Gele-6oz	\$38.00
AS1002	Refining Scrub-4oz	\$30.00
AS1002.5	Refining Scrub-6oz	\$40.00

Discount \$0.00
Gratuity \$0.00
Tax \$0.00
TOTAL \$0.00
Discount 0.00 %
Gratuity 0.00 %

Recon Ended @ 8:19 AM

ClubRunner : Default [CRT] - [Front Desk]

Quick Commands Help

Check-In Info History

Log

Enter Password

Cancel OK

Member.. <None>

Charge To Account

Cash

Check

Credit Card

Loyalty Points

More...

Void

Close

Item #	Description	Amount
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