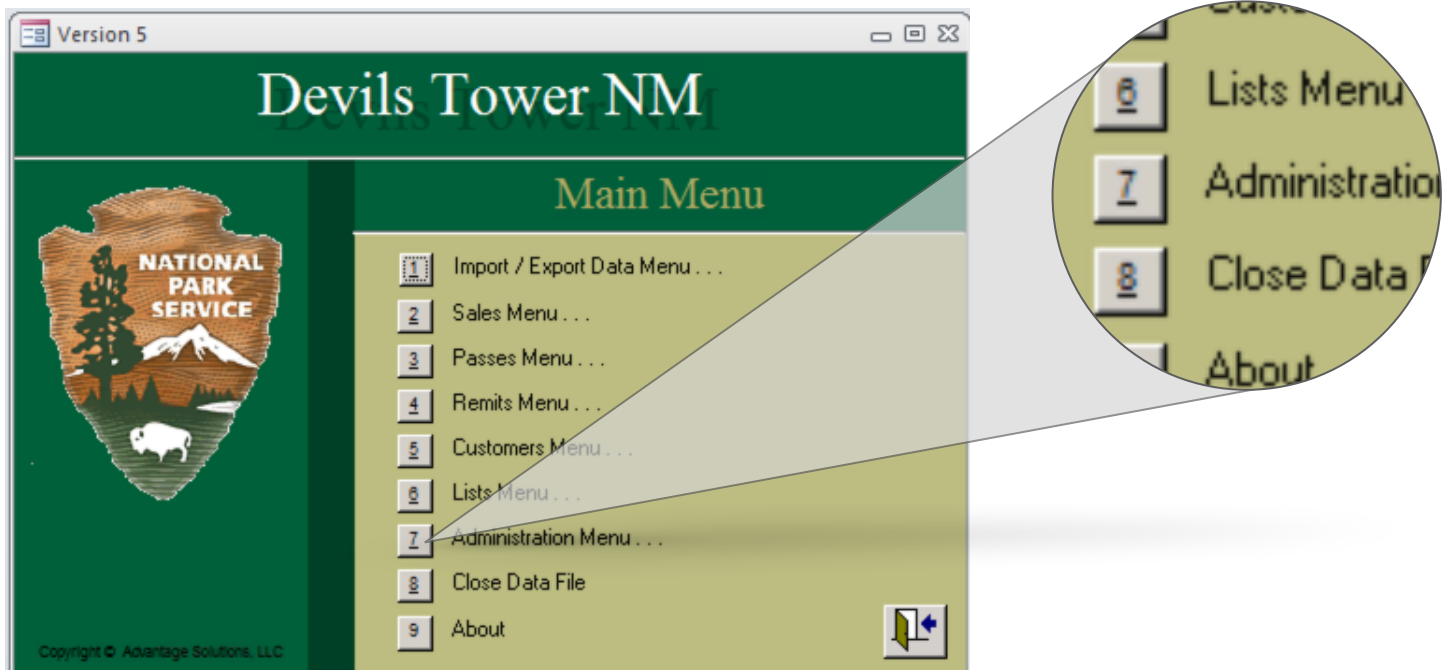


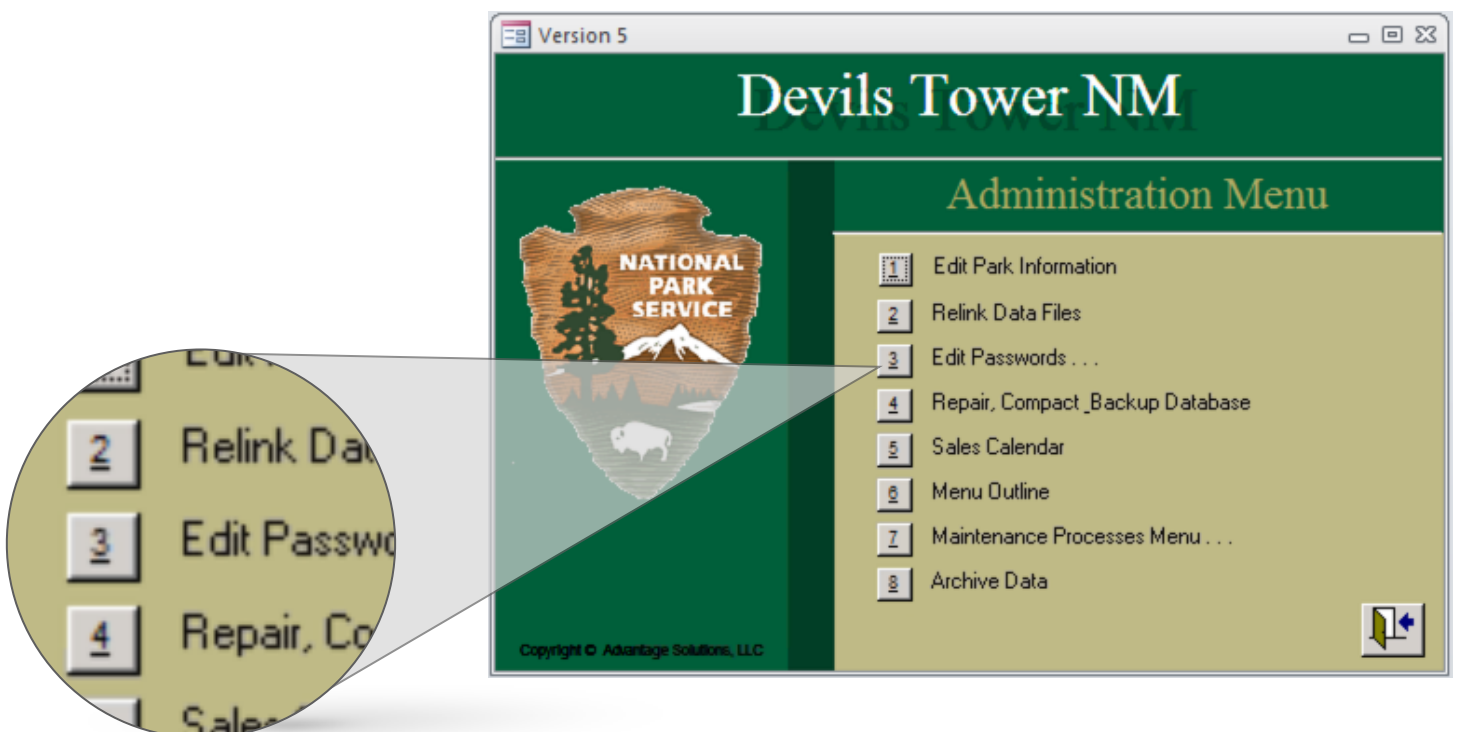
How To Add Cashiers and Remitters in Advantage

Open Advantage and go to the Administration Menu (number 7)

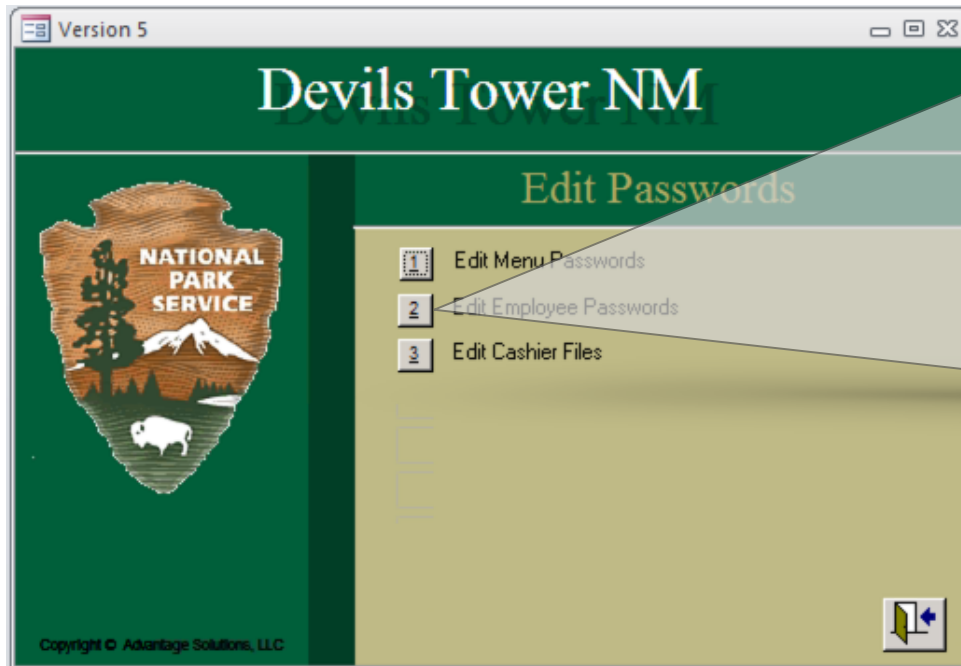
**there might be a menu level password on this*



Go to option number 3, Edit Passwords



Go to option 2, Edit Employee Passwords

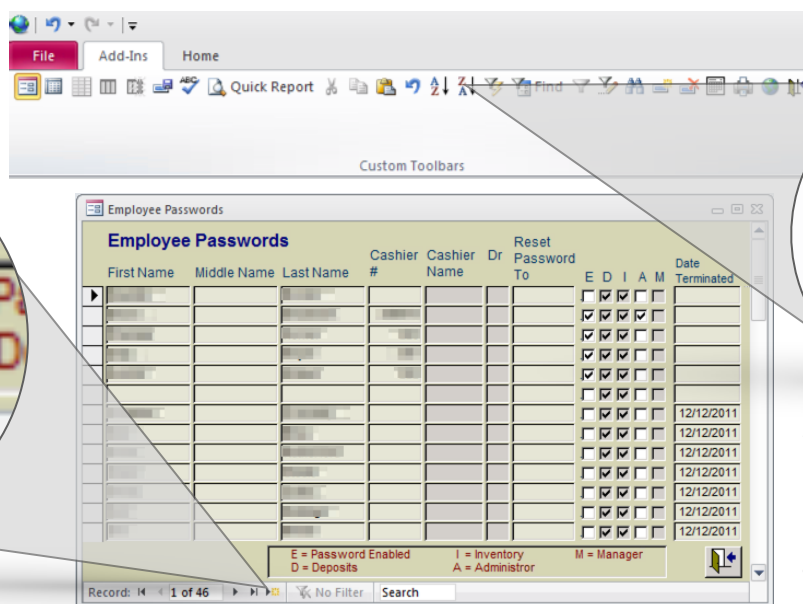


Here is a full list of employees, even terminated ones. To add a new employee, go to the bottom of the list and there is a blank row. Or you can click on the icon shown in the image to add a new row.

Now type in First Name, Last Name, and Cashier #.

If they are a seasonal employee, or have left the park, remove the Cashier Number and add a date terminated. You can now close this window.

When you get your seasonal employee/s back next season, do not add them as a new employee. Since they are already in this section, remove the terminated date and give them a cashier number. This will make them active again.



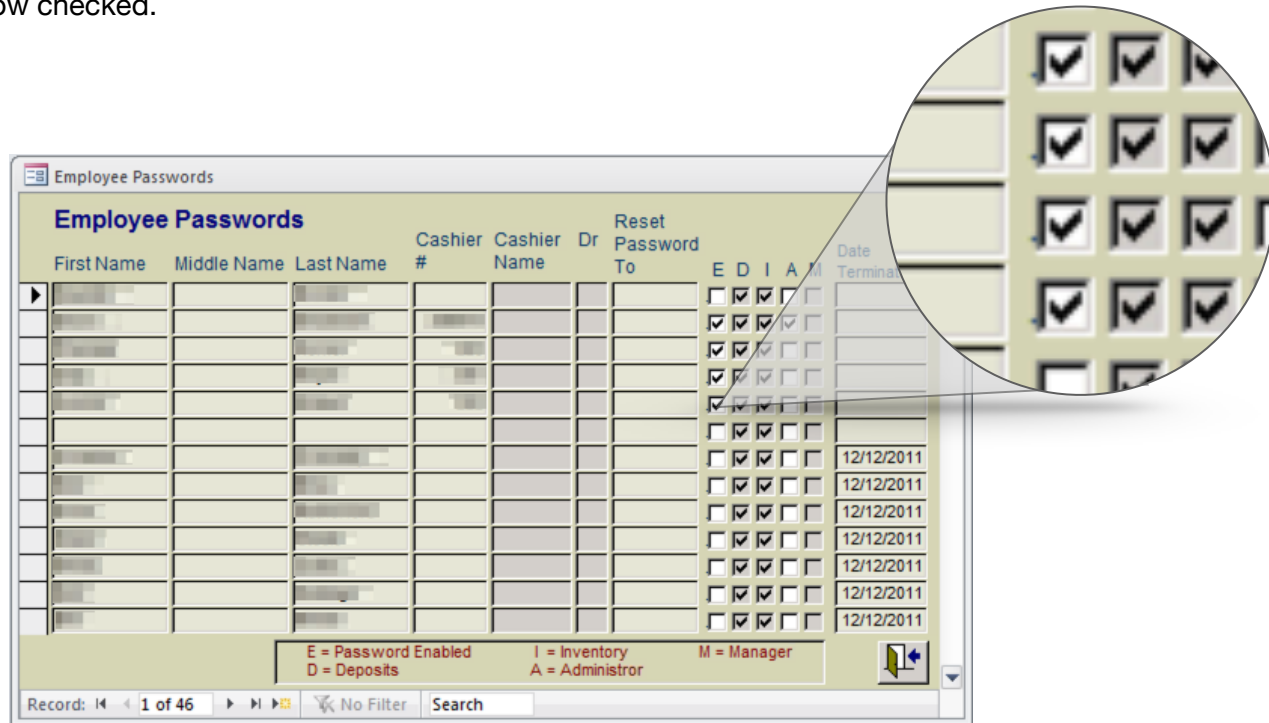
You can sort this list by clicking in the field you want to sort (I prefer the date Terminated field) and then in the top toolbar, click not he sort AZ button.

If the employee is a Remitter, make sure to click the “E” box. You will get a prompt to enter a password in the Reset Password To field.

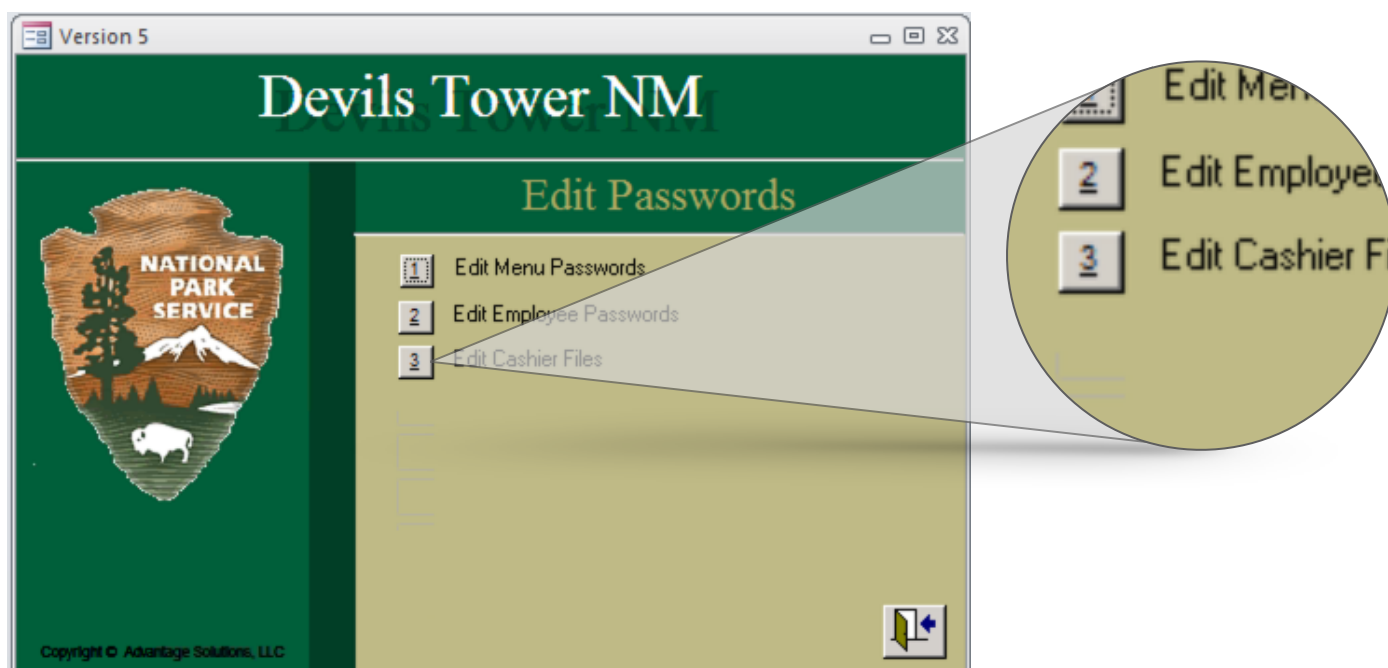
Click in the Reset Password To field, enter a temporary password and then hit enter 2 times.

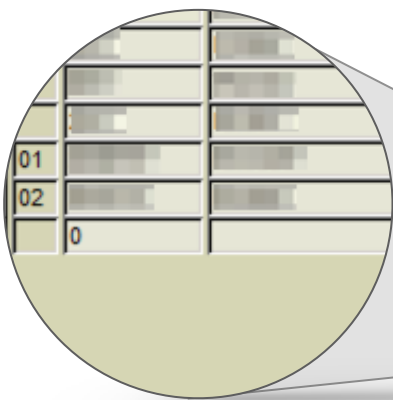
**The “E” box will not appear to be checked but it is.*

Please close this window and go back in and find the newly added Remitter. You should now see that the “E” box is now checked.



Now go to option 3, Edit Cashier Files





Cashiers

Cashier ID	Cashier Name	Drawer #
		01
		01
		01
		01
01		01
02		01
*	0	01

☐ Reset Cashiers

Load Employees **Reload** **Save**

Cashier File

Cashiers.p02

Record: 1 of 6 No Filter Search

Go to the blank row at the bottom of this list and enter the cashier information you entered in the Edit Employee Passwords window. Cashier ID (same as a cashier number), Cashier Name, and Drawer Number 1.

Click on Save at the bottom.

Now, the next time you utilize Comm2000 to poll the registers sales data, it will automatically send the cashier file to the registers you are communicating with.

I like to have both windows open at the same time. To do this, when you are in the Edit Employee Passwords window, simply click and hold to drag the window to the right. This will reveal the menu behind it. Now go to the Edit Cashier File option and drag that window to the left.

The employees on the right should match the cashiers on the left.

In the Edit Cashier File window, if you click on the Load Employees button, it will overwrite your current Cashier File with all active employees from the window on the right. This makes it important to make sure all employee info is accurate and current.

The other thing that the Load Employees button does is it will populate only initials and not your normal naming convention.