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Standard Operating Procedure – MANAGER

In addition to the functions performed by a CLERK, a MANAGER might be expected to perform the following additional functions. The functions described below require that the MANAGER have a User ID and password to access management functions.

Enter Management Functions

- Press the BLANK key and 1 key together.
- Enter User ID and password.

1. User Management

- Select 1, User Management.

Add User

- Select 4, Add User.
- Assign a 1 to 4 digit User ID for the user.
- To enter a User name, do one of the following:
 - Connect a USB keyboard to an available USB port on the main board. Type the User's name. OR
 - Press the bottom 1x4 key on the right side of the LCD. Toggling the BLANK key will toggle ALL CAPS. Use the instructions at the top of the electronic keyboard to type the serial number as the Terminal ID. Select the CANCEL key to remove the electronic keyboard.

Reset User PIN

- Press the ARROW keys to highlight a User.
- Select 9, Reset PIN for Selected User. The User's PIN will be reset to 1234. The User will be required to change their PIN when the User logs into the VersaSafe.

Remove User

- Press the ARROW keys to highlight a User to be removed.
- Select 5, Remove Selected User.

Modify User

- Press the ARROW keys to highlight a User to be modified.
- Select 6, Modify Selected User.
- To enter a new User name, do one of the following:
 - Connect a USB keyboard to an available USB port on the main board. Type the User's name. OR
 - Press the bottom 1x4 key on the right side of the LCD. Toggling the BLANK key will toggle ALL CAPS. Use the instructions at the top of the electronic keyboard



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to type the serial number as the Terminal ID. Select the CANCEL key to remove the electronic keyboard.

Reports for Selected User

- Press the ARROW keys to highlight a User.
- Select 7, Reports for Selected User. Choose from the following report types:

Report	Information Provided
Transactions by Date	Details User transactions between specified dates.
Transactions Since Last Close	Details User transactions since that User's last shift close.
Close by Date	Details User shift closes between specified dates. Summarizes all transactions for each User shift close.
Daily Report	Details User transactions for the current day.
Shift Report	Details User statistics for the most recent shift close.
User Totals	Details the User current totals as of the last shift close.

2. Shift Close

- Select 2, Shift Close.

Close User (single User)

- Press the ARROW keys to highlight a User.
- Select 4, Close Selected User.
- After printing and/or saving the shift report, press ENTER to close the User.

Close User (multiple Users)

- Press the ARROW keys to highlight a User.
- Press the BLANK key to check/uncheck the Users to close/not close, respectively.
- Select 5, Close Checked Users.
- After printing and/or saving the shift report, press ENTER to close the Users.

3. Day Close

- Select 3, Day Close.
- After printing and/or saving the day close report, press ENTER.

The day close function may also be automated as detailed in **VersaSafe™ Configuration**.

4. Reset VersaSafe Errors

- Select 4, Reset Terminal Error. It is always safe to use this function. As the first line of defense, it is recommended that this function be used first.