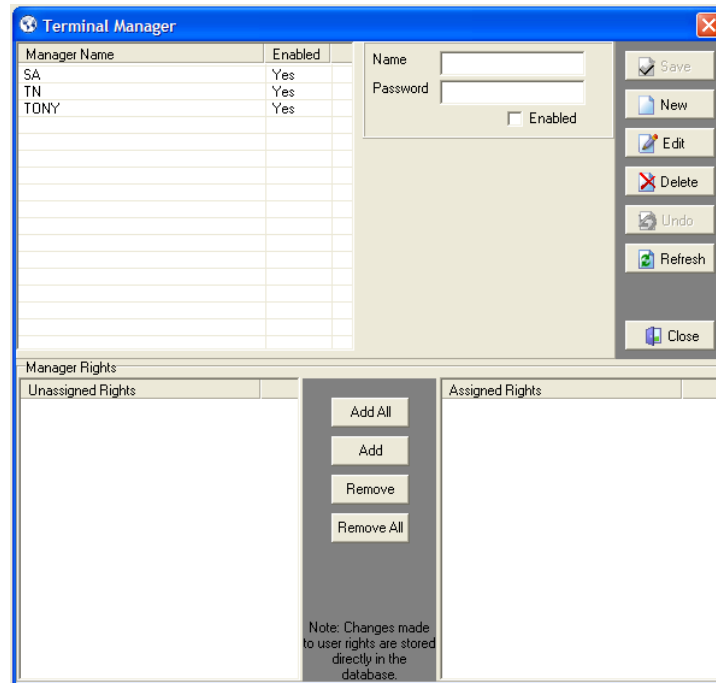


Once you have created a new user in the DGS Manager, you need to access: **Maintenance/EPOS/Terminal Managers.**



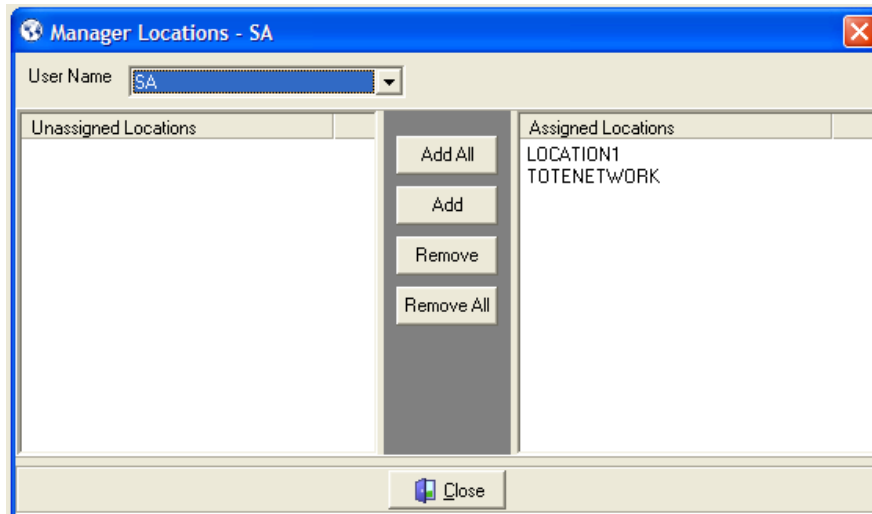
Press the **New** button and type in the user name and password on the corresponding fields. You also need to check the **Enabled** box underneath the password field.

At the bottom of this screen you'll see the Manager Rights fields. Assign the desired rights to the user by selecting one or all of the rights from the unassigned rights box on the left and clicking the **Add All**, **Add** buttons on the middle. You can also Edit any user's set of rights by clicking the **Edit** button next to the username and password fields.

### EPOS Locations per manager:

The system allows you to control the locations that each user can access on the EPOS system. To do this setting you need to access:

### Maintenance/EPOS/EPOS Locations per manager

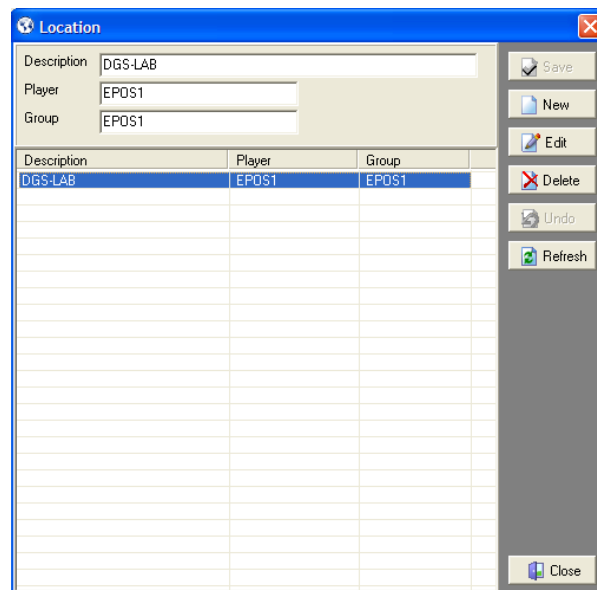


Select the user that you want to set up from the dropdown menu on top of the screen, and select the locations that you want this user to access. Use the **Add All**, **Add** Buttons to accomplish this.

The user selected on the dropdown menu will only have access to the locations contained on the **Assigned Locations** field on the right of this screen.

## How to setup a new location for EPOS:

- On the **DGSManager**, go to Maintenance, EPOS, Locations. You'll have to type in the new location's name and assign the player for that location, also the group.



Once this step is done, a new location will appear on the Locations List for the **Terminal Manager**.

## How to setup new terminals for EPOS:

- In the Terminal Manager application open the Terminals folder on the Terminal Manager. Click on the EPOS folder underneath. On the left panel, click on the yellow star button. Type in the new terminal's name and select the location that it will assign to. Once you click the OK button, the properties window will pop up.
- Assign the appropriate templates for tickets, vouchers and etc.
- Assign the Printer, Display and scanner properties.
- On the actual Terminal you'll have to assign the **Terminal ID** that the Terminal manager has just assigned to it. This is done by means of the **registry editor**.
- In order to make the new terminal functional you'll have to create a new till and assign it to it.

## How to manage Tills:

- **To create a new Till:** Open the tills folder on the left panel, and select the "inactive" subfolder underneath it. On the right panel, click the yellow star button. Fill in the blanks and type in the name for the till and the location that it will be applied to.
- **Activating a Till:** Once the previous step is complete, the new till shows up on the list of inactive tills. You can either right click on it and select the "activate till" option or you can select it and click on the "gears" button on the upper part of the list. You'll have to select the terminal and the starting amount.
- **Closing and reconciling a Till:** Select the "active" subfolder under the Tills category in the Terminal Manager. On the right side panel select the Till that you want to close and either click the red X button on top of the panel or right click on it and select the "Close till" option. The Till will now move to the "closed" subfolder.  
To Reconcile the Till, Go to the "closed" subfolder and either select the till from the list and click on the "reconcile button or right click on it and select the same option. You'll have to input 2 values, the physical count and the Over/Short.