



AXESS CLICS

PART 1 - CONFIGURE SYSTEM, JOURNAL, HANDLING

USER MANUAL V 4.0_2019

English

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1 About this Manual

This manual is intended to operate the program **CLICS SKI**.

Any application other than described in this document are considered unintended use. Resulting damage is excluded from warranty and guarantee claims. Modifications are not allowed.

Follow the instructions in this manual. If you do not observe the instructions all liability and warranty claims will be void.

1.1 Personnel

This document in all its parts, is designed for the trained professional, system administrators or trained service technicians.

1.2 How to Use this Manual?

For Training with program CLICS

We encourage you to use this manual in the order of the enclosed chapters. The chapters are structured and to help you set up your system step by step. Especially chapter "Perform these work steps!" can serve well as an overview.

The necessary steps are explained in detail by using a fictitious example.

For Consulting

If you already have some practical experience while using the CLICS program, you will not need detailed explanations of each work step. Then you can look up subjects easily in the manual.

1.3 Terms and Keywords within this Manual

List	Line by line listing for information of the user without further functions
Dashboard	Usually defined as the start screen after the login, the dashboard is used for visualization of compressed information to the user, also refer "Widget"
Dialog	General term for the operating window to interact with the program; Title bar shows thematic mapping; Contains other elements such as, selection lists, function buttons, input lines.
Main Menu	Headers of subsequent menu functions, sorted thematically, within the program
Context Menu	Accessible by right-clicking the mouse; A menu that refers to the active (highlighted) element and serving related functions.
Person Group	Used to trigger a visual or acoustic signal at the entrance. Several person types are assigned to a Reader Person Group, e.g. "Normal", "Reduced". When a ticket is read at the entry gate, there will be a defined acoustic or signal according to the assigned person group. This is intended for information of the service personnel.
Transfer Box	Selecting one or more settings out of a list and transfer the settings to another list by use of arrow buttons.
Widget	Small information window within the dashboard view for immediate information of the user about selected components of the program, some memory capacity or program status

2 What is Program CLICS ?

CLICS is the central interface and base for all configurations. With CLICS, the POS ticketing and POE access control system can be adapted to the customer requirements in simple steps. Besides the creating of user authorizations and the administration of different tariff sheets, CLICS also provides much more settings that can be set up by the user. Each user can customize his CLICS dashboard. All relevant functions and data are displayed clearly arranged. A large number of widgets is available.

3 LOGIN

Your Axess AG partner will provide you all necessary LOGIN data such as internet link, user name and password for a successful LOGIN. You only need a computer with internet connection, standard WebBrowser and Microsoft Windows operating system. These WebBrowsers are provided: Firefox V60 or higher, Chrome V60 or higher, IE V11 or higher. Note: Other WebBrowsers may work too, but have not been tested. Functions are only partially supported on a touchscreen!

1. Use the provided *Internet Link*
2. Enter *User name*
3. Enter *Password*
4. Click *Log On*

The main menu of program **CLICS** appears on screen.

3.1 Change Language

Function: **CLICS / Change language**

Here you can switch the current session to another available language.

If you want to change the operating language permanently, please use the settings in your user profile.

4 Help and Handling of Program CLICS

4.1 Search Function

Function filter to restrict the list: enter part of the name or number. All elements that contain the filter criterion are listed.

- **Contents of texts:** Filter criterion can be anywhere in the name. The longer the letter combination is, the more limited, but also more accurate, is the hit selection.

Example:

Ticket Types		
Name	Short Form	System Type
<input type="text" value="day"/>	<input type="text"/>	<input type="text"/>
1 1/2 DAYS (6)	1,5D	Time Card (max 9 Days)
1 DAY (1)	1 DAY	Time Card (max 9 Days)
1 DAY / VOUCHER (277)	1D B	Time Card (max 9 Days)
1 DAY SPA (296)	1D SPA	Time Card (max 9 Days)
1 DAY (RETURN) (8)	1DAY R	Returnable Time Card

1. **Multiple search criteria** will add up. The list shows items that contain all search criteria.
2. 5 .. 20 All items with a number in between 5 and 10.

4.2 Color Picker

Select a color.

Example: Highlight the keys of POS-Screen



1. Click color sheet, or
2. Enter RGB color

Save!

4.3 Tooltips and Mandatory Fields

Mandatory Fields

Mandatory fields are slightly colored. If a mandatory field is not filled, or the input is not valid, a message will come up.



Tooltips

Tool tips provide helpful explanations of functions or emphasize values. Slowly hover over the input fields with your mouse to make the tooltips appear; e.g. the unit or the range of a values.

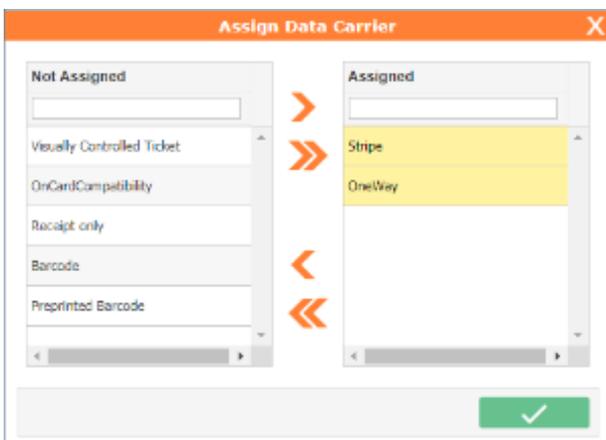
4.4 Transfer Box

A **Transfer Box** is often used when parameters must be assigned. Transfer the desired parameter while using the *arrow buttons* or *Drag-and-Drop*. Select the parameter one by one or select multiple.

1. Function **Assign**; Transferbox with lists *Not assigned* and *Assigned*
2. **Select** parameter
3. Button *transfer*

Save!

Example:



4.5 Advanced Mode

Often an **Advanced Mode** is available, marked by a white "A" in the title bar, by default the *Advanced Mode* is turned off to reduce the dialog boxes for common use. Advanced mode parameters are used less frequently and therefore do not need to be displayed constantly.

Switch the **Advanced Mode** on and off by clicking on "A" in the title bar.

4.6 Direct Input to a List

The symbol 'pencil' indicates when a selection or text input can be made directly in the list. Double-click on the desired value opens an input field, or a selection list.

Example: *Reader Response Signalization*

Reader Response Signalization					
Numb	Name	Red	Yellow	Green	Audio
0	Welcome	OFF	OFF	OFF	no signal
2	Double Usage	Slow blinking	Fast blinking reversed	OFF	Attention
4	Ticket expired (date)	OFF	OFF	OFF	Ticket invalid signal
7	Insufficient rest points	ON	OFF	OFF	Ticket invalid signal
8	Ticket not valid yet (date)	Fast blinking	OFF	OFF	Ticket invalid signal
9	Wrong lift	Slow blinking	OFF	OFF	Ticket invalid signal
		Slow blinking reversed	OFF	OFF	Ticket invalid signal
		Fast blinking reversed	OFF	OFF	Ticket invalid signal

4.7 Cross References

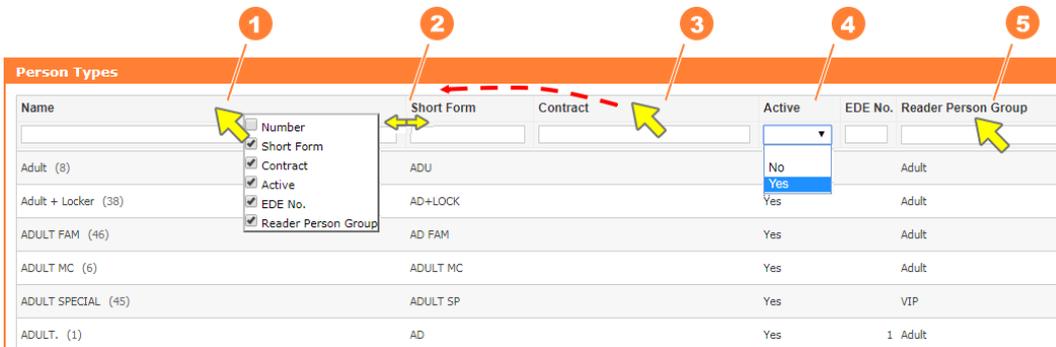
Small icons next to the parameters in the dialog box point out that there are cross-references or other links.

Examples

	Link; (in title line) Enlarge dialog to the size of the screen
	Add
	Show example

4.8 Change the Display of the List

Change the display of all lists in the program CLICS due to your taste if you want to do so. The settings are retained even when CLICS program will be started the next time.

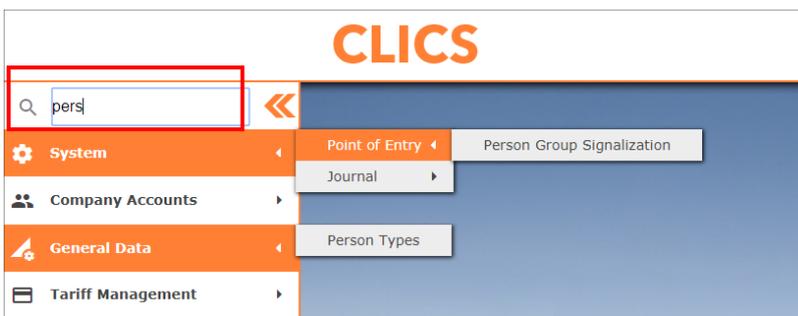


1	Show / hide columns	Right-click on column header Selection of columns for display
2	Change Width of Column	Click on the right edge of the column heading Drag with mouse to change column width
3	Replace the order of the columns	Click on column header Hold left mouse button Drag column to desired position
4	Filter view	Click on Line Filter Enter a search term or select the setting
5	Replace the order lines	Click on column header

4.9 Quick Search for Functions

Find a function in CLICS quickly?

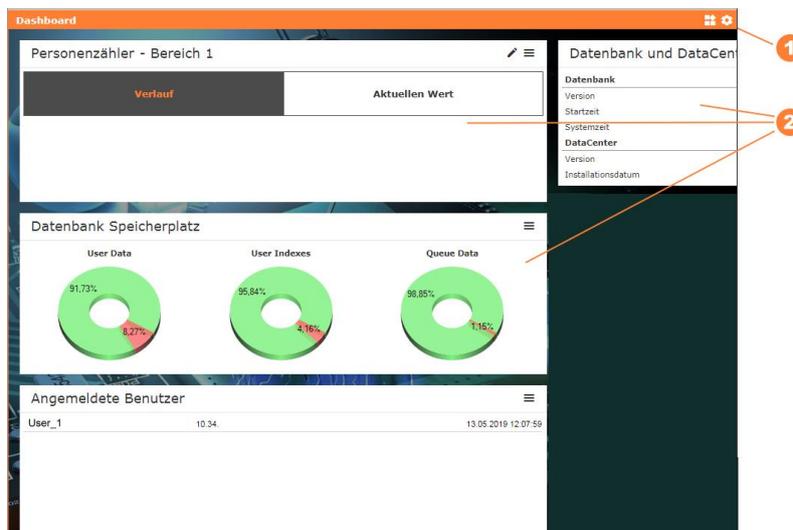
Enter the name of a function and CLICS will already show you where to find this feature.



5 User Interface

5.1 Dashboard

After program start-up the **Dashboard** will be shown as a standard. Several small display components, called **widgets**, give an immediate overview about the status of your access control system. The widgets are updated constantly.



- 1 Add widgets, change layout
- 2 Widgets

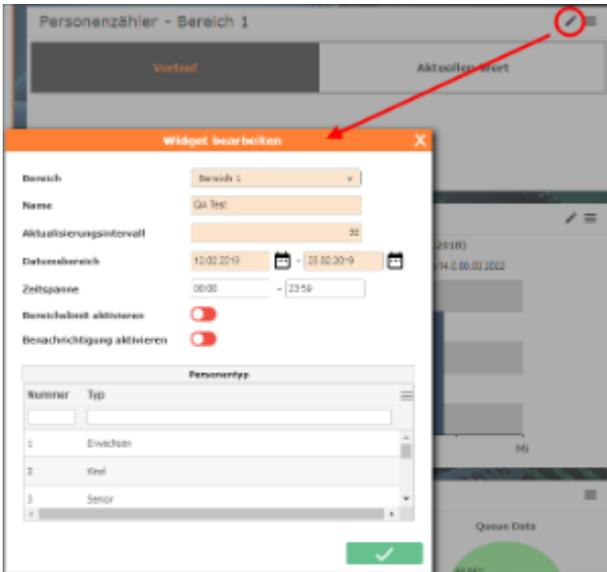
Some *Widgets* require a license. Please contact your Axess AG Partner.

Add Widget to Dashboard

1. Click on button **Add Widget**
2. Select widget;
from list *Charts* (favourite widgets) or from list *all* (*widgets*)
3. Click on button **Append now**

Design Widget

Click on pencil-symbol *Edit* to configure the widget.



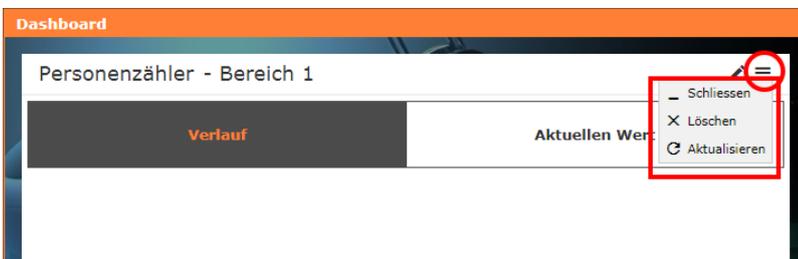
Change Layout of Dashboard

Use function **change layout** to select the layout of your dashboard.

Functions per Widget

Additional features are available for each widget. You can update, print, or delete the displayed values at any time in addition to the automatic update.

1. Click on button further functions
2. Select function

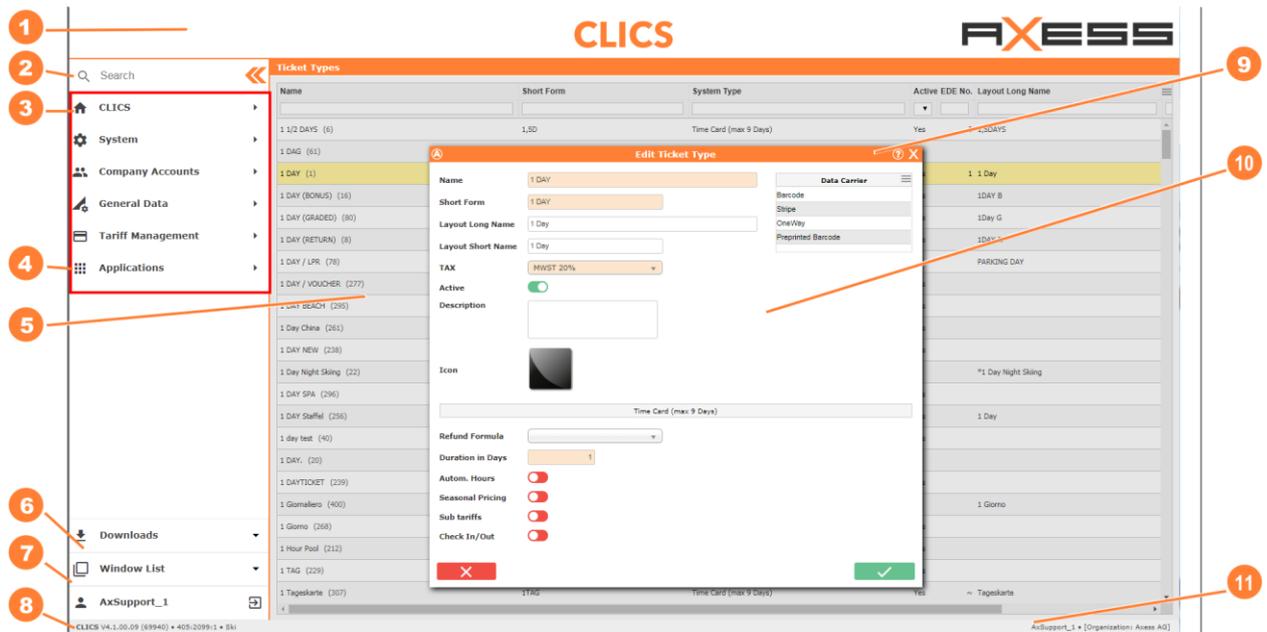


5.2 Main Menu

Areas and Functions of the User Interface

Example: Form **Edit Card**; Find function in menu *Tariff_Management / Person Types*

A list of all existing *ticket types* is shown. Function *Edit* in the context menu opens the form *Ticket types*.



- 1 Title, project name
- 2 Quick search for features
- 3 Main menu
- 4 Integrated applications, optional
- 5 Selection list
- 6 List of recent downloads
- 7 History of the recently opened dialogs
- 8 Registered users; Logout for users
- 9 Title of a dialog, symbol 'Advanced', 'Help' and 'Close'
- 10 Dialog; here *Edit Ticket Type*
- 11 Information line about CLICS software

List

In the selection list, all existing items are displayed which are stored in the AX500 Data Center. If there are several selection lists in the dialog, they will be arranged hierarchically. Select an element of the selection list to open the next subordinate selection list.

6 Administer Users in Menu Clics

In menu **CLICS** you can enter some **administrative settings** to customize the user interface or to administer the program CLICS and its users.

This menu item is available if you have the necessary rights.

6.1 Dashboard

Use function **Dashboard** to switch back to your 'home screen', the Dashboard, from any point in the CLICS program.

All open lists and forms are closed hereby.

Save your settings before you do so!

6.2 User

Use menu **User** to edit the **password** and **email** address of your **OWN** user account.

Find function in menu: **CLICS / User / Profile**

Change mail address of your profile

Find function in menu: **CLICS / User / Password**

Change Password

The screenshot shows a web form titled "Change Password" with an orange header. It contains the following elements:

- User:** A text input field containing "AxSupport_1".
- Current Password:** A text input field.
- New Password:** A text input field.
- Re Enter Password:** A text input field.
- Buttons:** A red button with a white "X" icon on the left and a green button with a white checkmark icon on the right.

6.3 Documentation

Find function in menu: **CLICS / Documentation**

The manual for your program CLICS is displayed in a new tab. A well-structured document, numerous key-words and cross-references lead you quickly and accurately to the desired information.

6.4 Administration

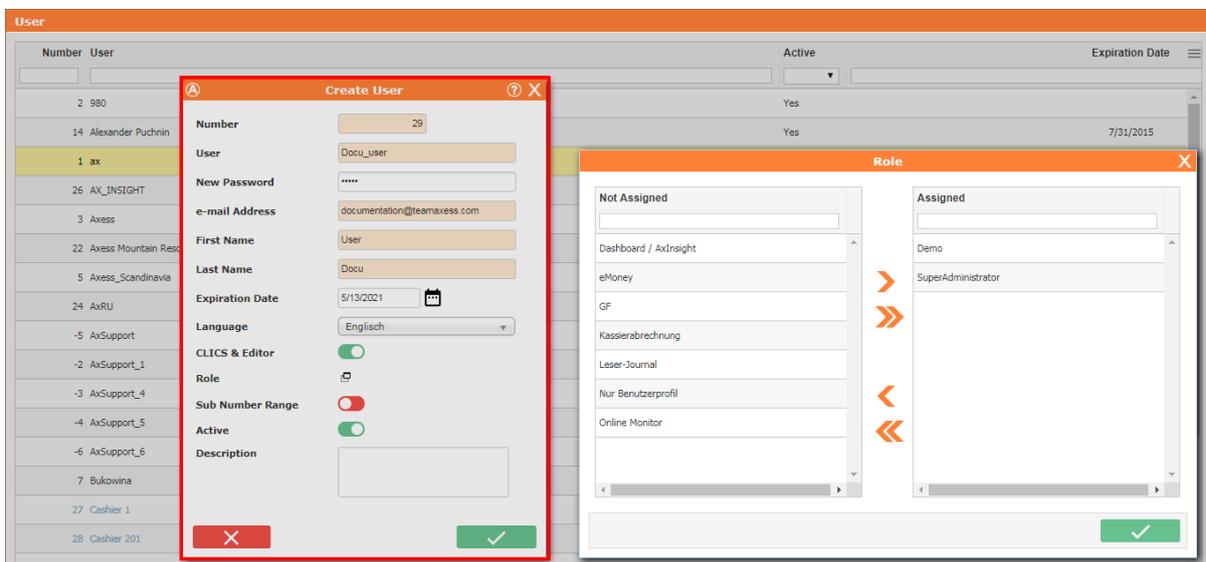
Use these functions to perform a variety of administrative tasks, such as *creating a new user*, *assigning user rights* and the *administration of licenses* for licensed CLICS modules and applications.

You must hold administrator rights to use these functions.

6.4.1 User

Function in menu: **CLICS / Administration / User**

This opens the list of all registered users within this program.



Create NEW User

1. Context menu, **NEW**
2. Enter **User**
3. Enter **New Password**
4. Enter **Expiration Date**, if you want to limit the validity of the user accounts in time
5. Assign **Roles** for user
6. **Enable use of** program **CLICS and BOC editor**
7. Switch user **Active**

Save!

The new user is now added and can LOGIN to CLICS. Inform the user and send the user name and the new password!

Edit User or change Password

1. Menu **CLICS / Administration / User**
2. Select **User**
3. Context menu **Edit**
4. Change password

Save!

Inform the user and send the new password!

Block User Account

1. Menu **CLICS / Administration / User**
2. Select **User**
3. Context menu, **Edit**
4. Delete marker in checkbox **Active**

Save!

Delete User account

1. Menu **CLICS / Administration / User**
2. Select **User**
3. Context menu, **Delete**

Confirm the warning "Delete selected entry?"

Change User Account

1. Menu **CLICS / Administration / User**
2. Select User
3. Context menu, **Change user**

CLICS opens the user interface of the desired user. You can find a list of the **Current Users** in program CLICS on your **dashboard**, widget **Current Users** (if you installed it). The marker behind the user name shows "Who you are at the moment".

Example:



6.4.2 Roles

Role

Function in menu: **CLICS / Administration / Role**

Define the so-called **Roles** who are a group of users dealing with specific tasks in the CLICS program, e.g. Service Team, cashier or users of a particular application, e.g. Invoicing module of CLICS.

There is a list of all **forms** of program CLICS for each role. Working through, you set the rights: **READ**, **WRITE**, **CHANGE** or **DELETE** for each form. Each user can only see those functions that have at least the READ privilege assigned.

Create New Role

1. Menu **CLICS / Administration / Role**
2. Within list Role: Context menu, function New
3. Enter Name of the new role

Save!

In list forms no settings on the rights are given.

Edit Role

1. Menu CLICS / Administration / Role
2. Within list Role / Context menu, function Edit
3. Enter Changes

Save!

We recommend for roles that are very similar to each other:

- Duplicate role and save with a new name
- Edit the new role as desired
- Assign Users to the new role (The user assignment is NOT duplicated!)

In list *Roles* there are so-called **system-roles** offered. These cannot be changed, so the edit and delete functions are in gray and cannot be activated. However, you can duplicate these roles and exist them after you saved it with a different name.

Duplicate Role

1. Menu **CLICS / Administration /Role**
2. Mark the Role which shall be duplicated
3. Within list Role: Context menu, function Copy Role
4. Enter Name of the new role, here Service Team_restricted rights

Save!

Change rights to the forms

1. Select **Role**
2. In list **forms: Set or remove** the check mark to assign user rights on the forms.

The settings are stored by CLICS immediately.

Example: Users who are assigned to role *Standardbenutzer_restricted rights* should be able to create, modify and delete cashiers. Cashier ranks should be read, but not changed or deleted.

Role	Forms	Read	Write	Change	Delete
Standardbenutzer	Belegmasken bearbeiten (10610)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bereichsdefinition (10620)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Billing Export Configuration (60095)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> Blank Media (30320)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Calculate FBT (10475)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	└ Cashier Privileges (30040)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cashier Privileges -> Assign POS Function (30050)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit Cashier Privileges (30045)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> Cashier Settlement (60020)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	└ Cashiers (30030)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit Cashiers (30035)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	> Companies (30265)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Rights in hierarchical order are automatically changed, when the setting of the top level is changed. Additional saving is not necessary.

A user of a role needs at least the Reading-right to see a form at all. So if you remove the right of reading, the additional rights: Write, Change and Delete are removed automatically.

Assign a User to a Role

Each user needs to be assigned to a role, in order to get a 'package of rights'.

Each role can be assigned to an UNLIMITED number of users!

A user can be assigned to ONE or MORE roles!

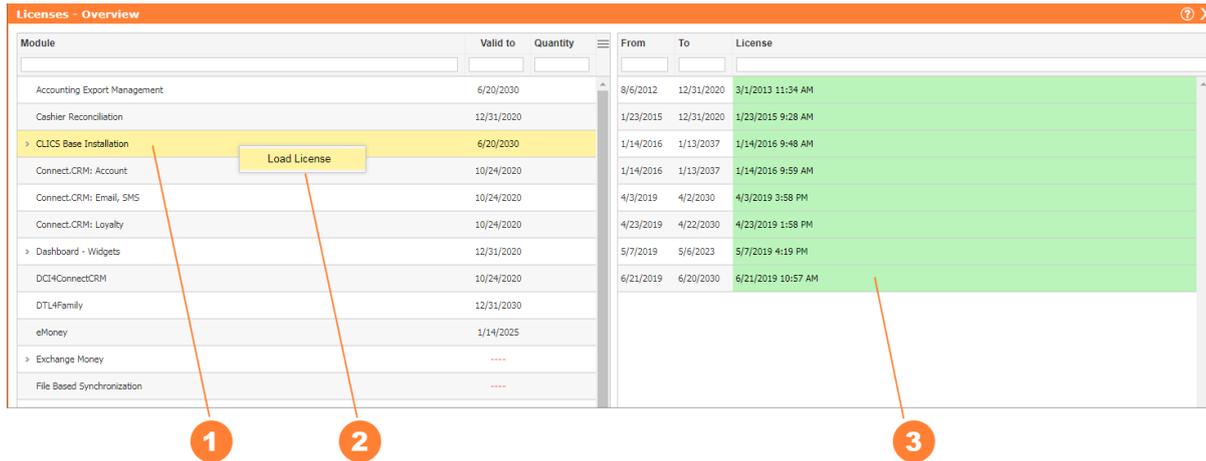
1. Menu **CLICS / Administration /Role**
2. Mark the desired Role
3. Place cursor in list Context menu, function Copy Role
4. Mark desired user in list Not Assigned
5. Button Transfer to transfer one or more user to list Assigned

Save!

6.4.3 Licenses

Find function in menu: **CLICS / Administration / License**

Here, you can **manage the licenses** for the CLICS program with all its modules and integrated applications. You can extend licenses, download new licenses, or delete licenses.



- 1 List of *licenses*
- 2 Function **Load License** offered in the context menu
- 3 Scope of the selected license, incl. History of expired licenses

Load License

1. Menu **CLICS / Administration / License**
2. Mark desired License in list Module
3. Context menu, function Load License
4. Search for the license file in your data

Confirm

Save!

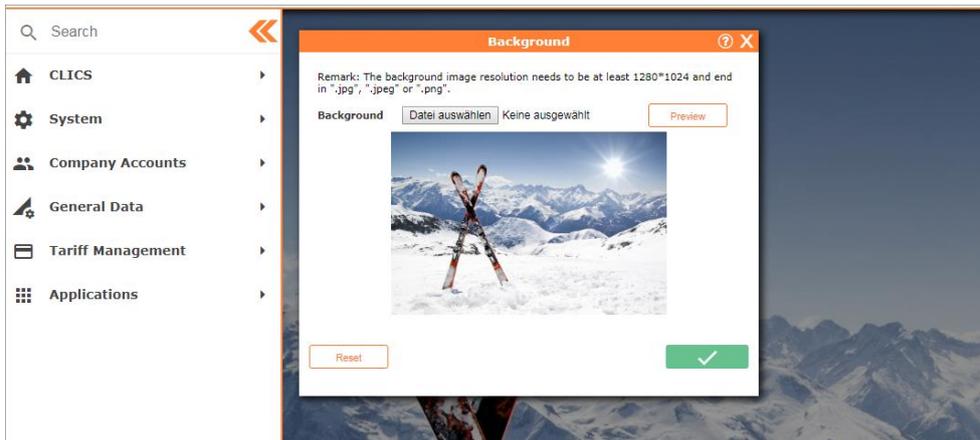
The desired license is usually sent to the customer email. He gets it both: a corresponding file and the data as a text script of the license file. If the upload of the file does not work, so the customer can insert the license text via drag and drop into the text field directly. The program recognizes and accepts the authority.

6.4.4 Background

Find function in menu: **CLICS / Administration / Background**

If desired, you can use function background to add an own image for background.

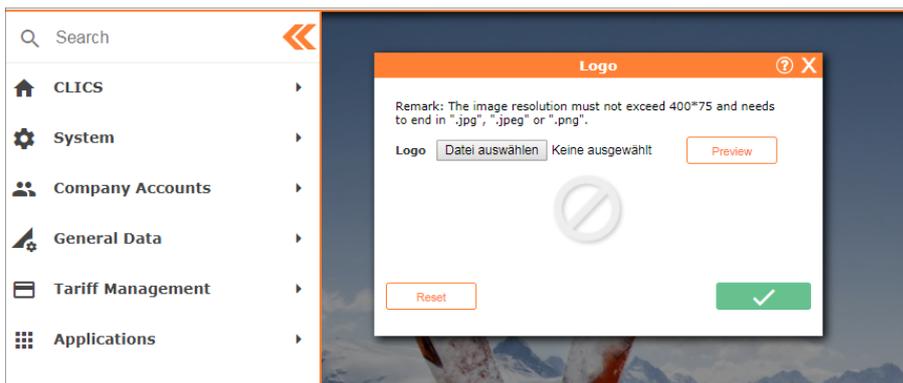
Use the reset function to change to the default settings.



6.4.5 Logo

Function in menu: **CLICS / Administration / Logo**

Use function to upload a logo for the header of the interface. Use function **Logo** to change to the default settings.



6.5 Exit the Program

Find function in menu: **CLICS / Log Off**

or: Hover to the right upper corner with your cursor. Function **LogOff** will appear.

or: Logout function in user display

7 Configure Your System

Use menu **System** to configure the components of your access control system:

A successful configuration of the system and the input of correct basic data are fundamental before you plan further steps like creating tickets and finally creating tariffs.

Changes in the configuration of the POE or POS will only come into operation if you run a synchronization of the system. Synchronization can be started immediately after the configuration in CLICS, or it runs automatically after a customized routine, e.g. during the night.

7.1 Configuration POE

Synchronize the POEs AT ONCE when new settings should work immediately, when reports have to be created or before you work on invoice processes.

Synchronize the POEs automatically, e.g. in a daily routine at a set point in time beyond the operation time.

Configure a POE

Find function in menu: **System / Point of Entry / Configuration**

Dialog **Point of Entry** shows the list of all entry readers of all gates that are defined in your system. Here you can define new entries, edit or delete them from your system. Additionally, you can configure entries time-dependent, define light signals, acoustic signals and display texts that occur after certain tickets were read. You can generate a LDT file which is then synchronized to the gates and configure the settings for handhelds as mobile devices for access control or mobile POS.

Dialog **Point of Entry** shows all access readers in list *Point of Entry*, which are defined in your system. The context menu contains many additional functions. You can here:

- Redefine, copy, edit or delete POE's
- Configure POE on a time-dependent basis
- Define light signals and acoustic signals, select and enter display texts

- Generate LDT file, synchronize the POE's
- Assign handhelds to a POE

Example:

POE #	Name	Reader Type	Operation Time	Anti Pass Ba	Hardware	Lanes	Synchronized
8	Axess Gate 1	AX400 2 Arm entrance L/R (3)	00:00 - 23:59 (23:59)	0	Axess CONTROLLER 600	1	
96	Axess Gate 2	AX400 2 Arm entrance L/R (3)	00:00 - 23:59 (23:59)	0	Axess CONTROLLER 600	1	05.06.2019 22:32:02
97	Axess Gate 3	AX400 2 Arm entrance L/R (3)	00:00 - 23:59 (23:59)	0	Axess CONTROLLER 600	1	05.06.2019 22:32:09
59	Axess Handheld POE 1	AX400 2 Arm entrance L/R (3)	00:01 - 23:59 (23:59)	1	32BIT - AX500 Gate Controller	2	
16	Axess Handheld POE 2	AX400 ELL Relay (-256)	00:00 - 23:59 (23:59)	0	HANDHELD - AX600	3	
17	Axess Handheld POE 3	AX400 ELL Relay (-256)	00:01 - 23:59 (23:59)	0	HANDHELD - AX600	1	

- 1 Name of POE
- 2 Reader mode
- 3 Operating hours of POE
- 4 Assigned hardware
- 5 Number of lanes on this POE

7.1.1 Create NEW POE

Create New POE

Find function in menu: **System / Point of Entry / Configuration**

1. Menu **System / Point of Entry / Configuration**-> *List Point of Entry*
2. Context menu, **New**, -> *Dialog Create POE*
3. Number is entered automatically but can be changed
4. Name
5. Select *type of Hardware*
6. Reader mode; e.g. 2-arm turnstile
7. Select Reader type; Entry or Exit
8. Set Operation time from - until
9. Point deduction if you want to create a point value ticket
10. Anti pass back time in seconds
11. Number of lanes at this gate
12. By clicking on "A" for Advanced Mode, or offered TABS you will find more important settings

Save!

The new POE is saved in *AX500 DataCenter* and listed in list *Point of Entry*

Example:

Ⓐ Create POE
?
✕

POE #

Extended Configuration

Location data

Number

Name

Hardware

Reader Type

Accept Parking Ticket

Type of POE

Operation Time

Operation Time from-until - **Grace Time (Depot)**

Points

Point Deduction

Credit Line

Anti Pass Back Time

Number of lanes

✓

Point of Entry							
POE #	Name	Reader Type	Operation Time	Anti Pass Ba	Hardware	Lanes	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	7 Handheld 5	AX400 ELL Relay (-256)	00:00 - 23:59 (23:59)	1	HANDHELD - AX600	1	
<input checked="" type="checkbox"/>	9 Axess Gate 1	AX400 2 Arm entrance L/R (3)	07:00 - 18:00 (23:59)	15	Axess CONTROLLER 600	3	
<input checked="" type="checkbox"/>	12 Handheld DEMO 3	AX400 ELL 2 Arm (-3)	06:00 - 23:59 (23:59)	1	Axess CONTROLLER 600	1	
<input checked="" type="checkbox"/>	13 Eingang Test	AX 400 3 Arm entrance L/R, exit free (5)	00:00 - 23:59 (23:59)	0	32BIT - AX500 Gate Controller	1	
<input checked="" type="checkbox"/>	14 Handheld DEMO 4	AX400 ELL Relay (-256)	00:00 - 23:59 (23:59)	0	HANDHELD - AX600	3	
<input checked="" type="checkbox"/>	15 Handheld DEMO 2	AX 400 2 Arm entrance L/R, exit free (7)	00:00 - 23:59 (23:59)	0	32BIT - AX500 Gate Controller	1	

Use symbol "+" to show the lanes of the selected POE.

Point of Entry															
POE #	Name	Reader Type	Operation Time	Anti Pass Ba	Hardware	Lanes									
<input checked="" type="checkbox"/>	56 Allmend	AX400 2 Arm entrance L/R (3)	12:01 AM - 11:59 PM (11:59)	1	32BIT - AX500 Gate Controller	2									
<input checked="" type="checkbox"/>	9 Axess Gate 1	AX400 2 Arm entrance L/R (3)	7:00 AM - 6:00 PM (11:59 P)	15	Axess CONTROLLER 600	3									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Lane Number</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Spur 1</td> </tr> <tr> <td>2</td> <td>Spur 2</td> </tr> <tr> <td>3</td> <td>Spur 3, Breiter Zugang</td> </tr> </tbody> </table>								Lane Number	Name	1	Spur 1	2	Spur 2	3	Spur 3, Breiter Zugang
Lane Number	Name														
1	Spur 1														
2	Spur 2														
3	Spur 3, Breiter Zugang														
<input checked="" type="checkbox"/>	15 Handheld DEMO 2	AX 400 2 Arm entrance L/R, exit free (7)	00:00 - 23:59 (23:59)	0	32BIT - AX500 Gate Controller	1									

Number of lanes 

Lane No.	Name
1	Spur 1
2	Spur 2
3	Spur 3, Breiter Zugang

Double-click on the appropriate line if you want to change the name of the lanes. This serves to ensure that the readers of a POE can be addressed individually. The POE readers are always counted from left to right.

Program CLICS often performs validation checks. For example, if a number is already taken, you will receive an immediate warning.

7.1.2 Edit or Delete POE

Edit POE

Find function in menu: **System / Point of Entry / Configuration**

1. Menu **System / Point of Entry / Configuration**-> *List Point of Entry*
2. Select POE in list Point of Entry
3. Context menu, **Edit**; -> *Dialog Edit POE*
4. Edit parameters

Save!

Delete POE

1. Menu **System / Point of Entry / Configuration**-> *List Point of Entry*
2. Select POE in list Point of Entry
3. Context menu, **Delete**
4. Confirm the warning "Delete selected Entry?";
The entry will be deleted from list Point of Entry.

The POE will be deleted.

Message "*Addicted record found! Unable to delete*"

If an element cannot be deleted from the list, there is still a link to another record. Then, first delete the child elements.

7.1.3 Export LDT File

Changes in the POE configuration settings need to be transferred to the gates to affect the operation. This is done by a so-called *Reader Configuration File (LDT file)*. Usually the LDT file is sent via SOAP interface to the POE's directly.

If desired you can also export and download the LDT file and then upload it to your gates via web tool. This means: First finish the changes in your POE configuration. Then generate the latest LDT file in program CLICS. Finally synchronize the file to the POE.

Function in Menu: **System / Point of Entry / Configuration / (Context menu) Export LDT File**

1. Menu **System / Point of Entry / Configuration** -> *List Point of Entry*
2. Select POE in list Point of Entry
3. Context menu, **Export LDT File**

Example: The LDT file is displayed in the menu line and can be saved or opened in an editor



The creation of the LDT files may take some time depending on the number of changes. You will receive a message.

Download Information
✕

**Your file will be created in the background.
The file will be available for download when the process is completed.**

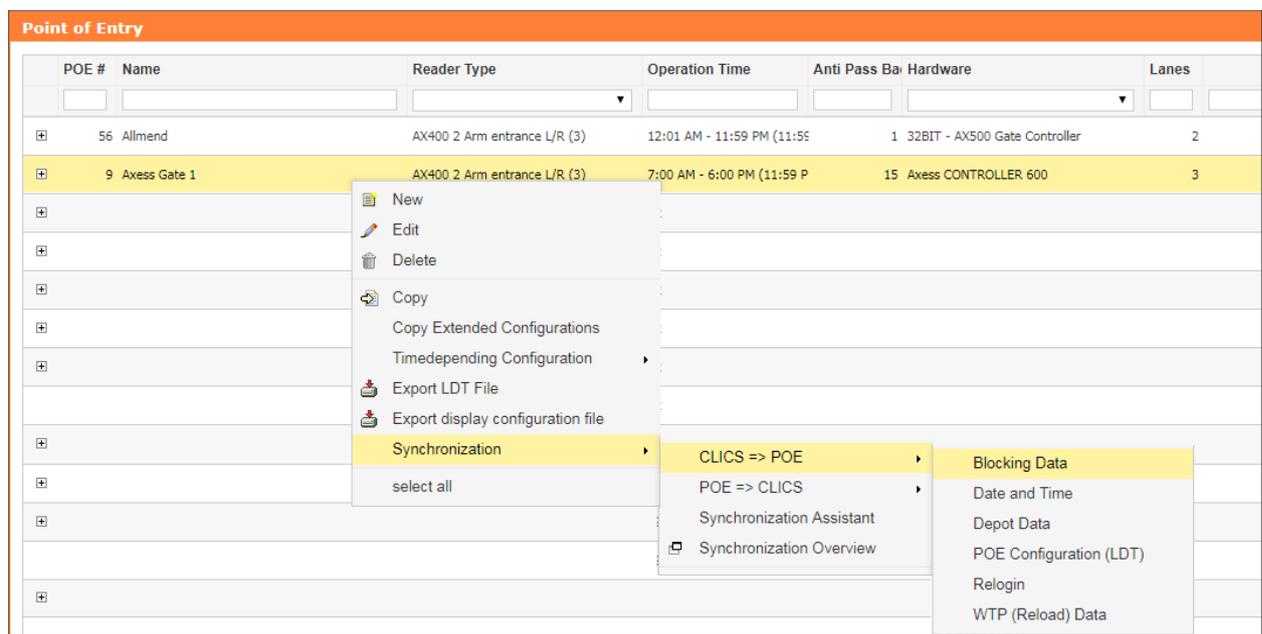
✓

7.1.4 Synchronize the POE's

The changes and settings you make in program CLICS must be "communicated" to the POE's, so that the POE's react as desired. Use function Synchronization to make changes affect immediately. Perform a synchronization from CLICS => POE. Usually, your system is synchronized automatically at least once a day, usually during the night.

Find function in menu **System / Point of Entry / Configuration / (Context menu) Synchronization**

Example:



Function of context menu **Synchronization**:

Function	Description
CLICS => POE	Synchronize data from CLICS (DataCenter) to POE
POE => CLICS	Synchronize data from POE to CLICS (DataCenter)
Synchronization Assistant	Synchronize multiple POE's and selected data types simultaneously
Synchronization Overview	Overview of the synchronization works

Synchronize CLICS => POE

1. Menu **System / Point of Entry / Configuration**; -> *List Point of Entry*
2. Select POE
3. Context menu **Synchronization / CLICS => POE**
4. Select *Type of data*;
-> Dialog *Synchronization Overview*

A list of synchronization operations for the selected data type will be displayed. Click on icon "+" to show the individual lanes.

POE => CLICS

1. Menu **System / Point of Entry / Configuration**; -> *List Point of Entry*
2. Select POE
3. Context menu **Synchronization / POE => CLICS**
4. Select *Type of data*;
-> Dialog *Synchronization Overview*

A list of synchronization operations for the selected data type will be displayed. Click on icon "+" to show the individual lanes.

You can synchronize multiple POE's at the same time! Select the POE's by use of the keys SHIFT and CTRL.

Assistant

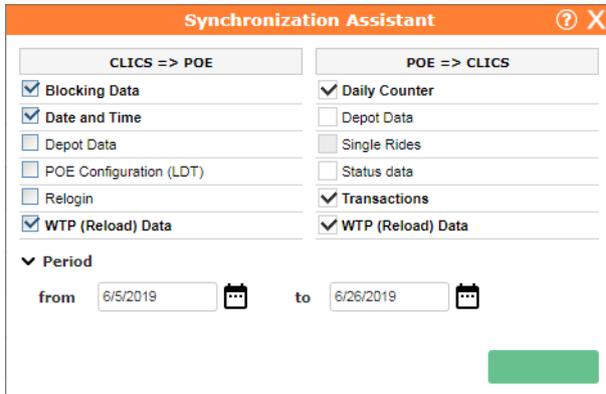
Use the Synchronization Assistant to synchronize multiple POE's and selected data types simultaneously.

Find function in menu: **System / Point of Entry / Configuration / (context menu) Synchronization / Synchronization Assistant**

1. Menu **System / Point of Entry / Configuration**; -> *List Point of Entry*
2. Context menu **Synchronization / Synchronization Assistant**
3. -> Dialog with including filter options opens
4. Select check boxes "What shall be transferred?" -> Select data types
5. ! Attend the transfer direction POE => CLICS or CLICS => POE !
6. Select Period in time , where the data come from

Save!

Example:

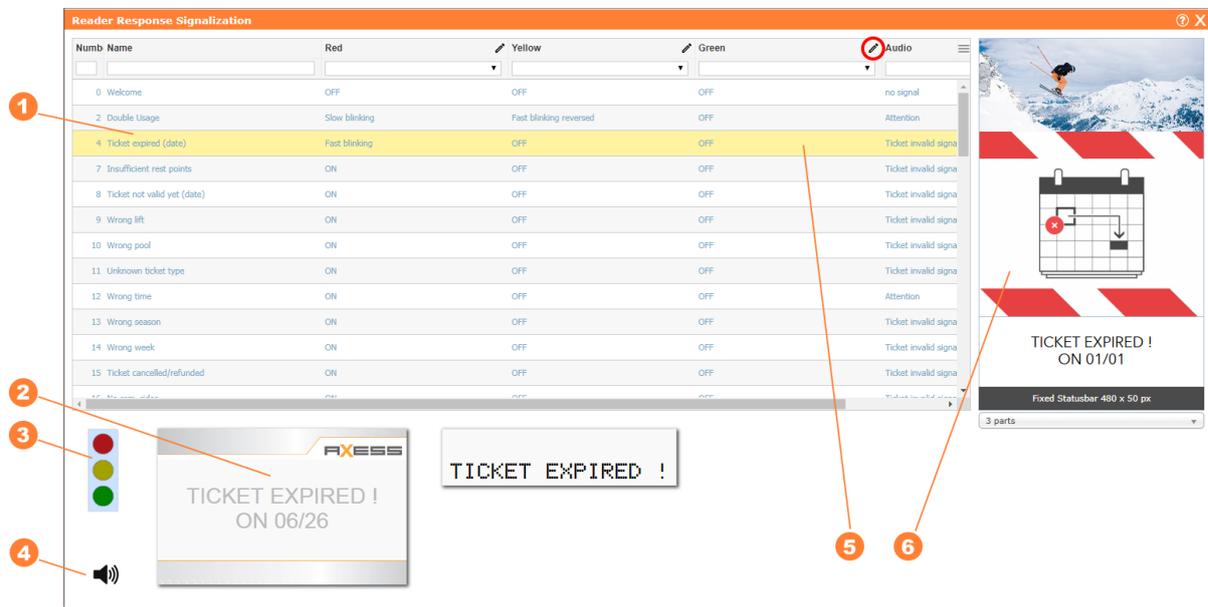


7.1.5 Reader Response Signalization

The light signals, described here, light up at the gate as a response of the reader signal when a certain ticket has been read.

For Example: A ticket is not valid or has been blocked or also as a respond to a situation: *forced entry* or *barrier broken*.

Function in menu: **System / Point of Entry / Reader Response Signalization**



- 1 List of defined *Reader Response* signals with assigned light signal
- 2 Preview of text information on display; text can be edited!
- 3 Preview of light signal
- 4 Click and listen to the acoustic signal
- 5 Double click for direct editing
- 6 Preview of display on controller module

Edit Reader Response Signal via dialog

1. Menu **System / Point of Entry / Reader Response Signalization**; -> *Dialog Reader Response Signalization*
2. Select signal, Attend preview!
3. Context menu, **Edit**
4. Set response of light signal in colors Red, Yellow, Green
5. Set acoustic signal

Save!

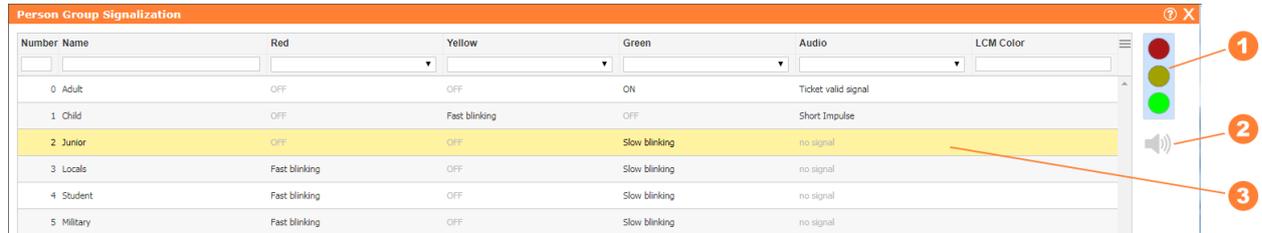
Double-click on the list to edit the special case signal yourself.

Select a text from a variety of available text blocks. Besides a fix text, the text can also contain variables, numbers, a date or time. There are 4 lines of text with hold up to 16 characters. Also enter your own texts and combine them with variables such as the *actual date*, *remaining points on a ticket* or *date of expiry*, etc.

7.1.6 Person Group Signalization

Visual and audible signals support the security personnel at the gate! The described signals here appear when a ticket of a certain person group is read at the gate.

Function in menu: **System / Point of Entry / Person Group Signalization**

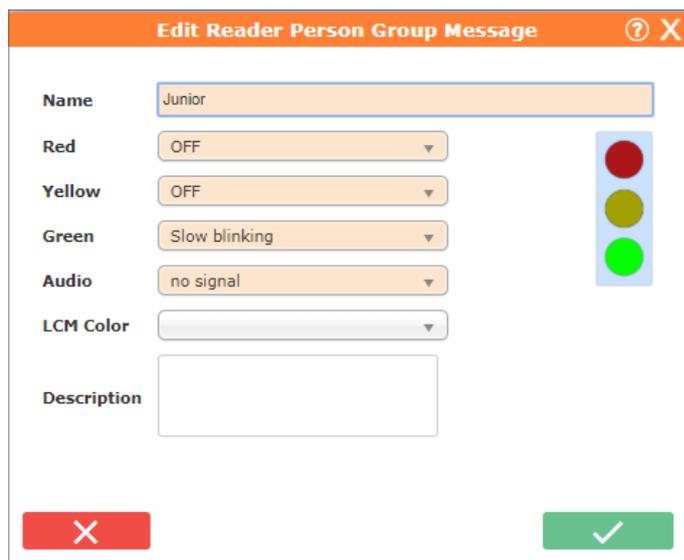


- 1 Preview of reaction of the light signal
- 2 Person groups and the corresponding signals
- 3 Listen to acoustic signal

Edit Person Group Signalization

1. -> List *Person Group Signalization*
2. **Select Person Group**
3. Context menu, **Edit**
4. **Reaction of light signal**
5. **Select Audio Signal**

Save!



7.1.7 Ticket Type Signalization

Display texts inform the customer at the gate. The text selected here will be on display when a ticket with a certain Basic Ticket Type is read, e.g. Time ticket, point value ticket.

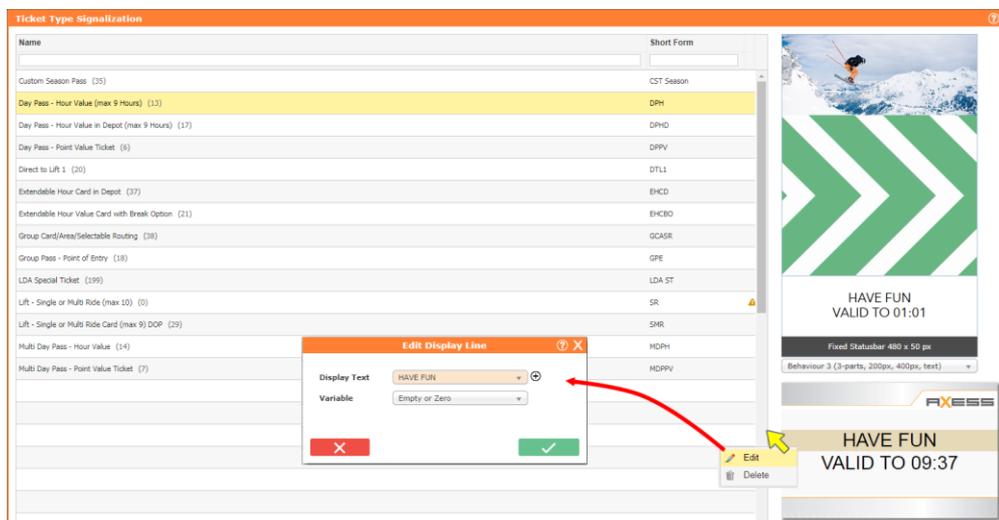
The text information on the color display can be selected from a variety of text variants.

Select Text for desired Basic Ticket Type

1. Menu **System / Point of Entry / Ticket Type Signalization**; -> List Ticket Type Signalization
2. Select Ticket Type;
A preview is shown on the right side
3. Click on the desired line of text in the preview;
4. Context menu, Edit; -> Dialog Edit Display Line
5. Select text from a list Display Text
6. Select adequate variable which triggers the text information

Save!

Example:



7.1.8 Ticket Block

There are various reasons why a valid ticket must be blocked to prevent misuse, e.g. after the card was lost or stolen.

What happens at the POS:

The cashier can call up the ticket data by using the serial number on the cash receipt. He blocks the ticket and can also unblock the ticket again.

What happens in CLICS:

- List **Ticket Blockings** displays all blocked cards and also cards that were blocked and unblocked again. A synchronization must have been performed since the ticket blocking. Editing the ticket block in program CLICS is helpful, e.g. when having a telephone call with the guest.
- Tab **Search** provides detailed filter criteria to find tickets when the ticket number is not known.

Find function in: **System / Point of Entry / Configuration / Ticket Block**

Ticket Block

Ticket Blockings							
Ticket Blocking		Search					
Ticket Number	Expiration of Block	Validity Date	Block Time	Reason for Blocking	Cashier	Active	
980-50-6657-1	18.04.2019	17.04.2019	17.04.2019 15:46:13	Ticket lost	Huber	Ja	
980-50-6653-1		16.04.2019	16.04.2019 11:48:18	Ticket lost	Huber	Ja	
980-50-6075-1	30.04.2019		12.03.2019 10:14:10	Blocked	Huber	Ja	
980-50-6358-1		06.02.2019	06.02.2019 10:08:37	Ticket lost	Huber	Ja	
980-50-6070-1	30.04.2019		14.11.2018 11:00:58	Blocked	Huber	Ja	
980-50-5820-1		20.09.2018	20.09.2018 12:18:22		Huber	Ja	
980-50-5821-1		20.09.2018	20.09.2018 12:17:32		Huber	Ja	
...							
OCC Number	Expiration of Block	Validity Date	Block Time	Reason for Blocking		Active	

- 1 Search function
- 2 Tab *Ticket Blocking*
- 3 List of blocked Tickets
- 4 Display of a ticket with unique ticket number
- 5 Display of blocked OCC-tickets
- 6 Blocking *Aktive?* Yes/No

Blocking aktive ?

YES	Ticket blocked	Ticket is NOT valid at the POE!
NO	Ticket was blocked priorly and has been unblocked or the blocking is expired	Ticket is valid at the POE!

Set up NEW Ticket Blocking

1. System / Point of Entry / Configuration / **Ticket Block**
2. Set cursor in list Ticket Block
3. Context menu NEW
4. Enter Ticket Number
5. Create the Ticket Blocking: Validity date, Cashier, Reason for blocking
6. Set the blocking Active

Save!

Create Ticket Blocking
?
X

Ticket Number

Expiration of Block

Validity Date

Cashier

Reason for Blocking

Active

X

✓

Edit Ticket Blocking

The easiest way to find the ticket is to look for the ticket number. It is printed on the ticket and on the sales receipt!

1. Select the ticket
2. Context menu, **Edit**; → *Edit Ticket Blocking*
3. Enter the date Expiration of block if you want to limit the time; e.g. to the end of season
4. Validity Date of the ticket
5. Cashier, who set up the lock
6. Reason for ticket blocking!
7. Active - set the block

Save!

Function Search

Detailed filter criteria to find and block a ticket when the ticket number is not known, e.g. in case when ticket and also the sales receipt were lost. Question the customer about the time of sales, ticket type, person type, etc. The search result will hold the ticket. The more criteria you enter, the bigger is the probability of a hit.

1. **System / Point of Entry / Configuration / Ticket Block**
2. Cursor in list Search
3. Enter filter criteria

Save!

7.1.9 Block Reasons

Click on **symbol "+"** to open list *Block Reasons*

NEW Block Reason

1. Position cursor in list **Block Reasons**
2. Context menu **NEW**
3. Enter **Name**

Save!

Subordinate elements must always be deleted first. The card must be assigned to another blocking reason instead. Then you can delete a blocking reason.

7.1.10 Ticket History

Function **Ticket History** can display ticket data for of a WTP ticket, a Blocked Ticket or a Deposit card. You will also receive a list of the entries who were made with this ticket. Card tracking!

Enter the ticket number or WTP number

Ticket History

WTP | Blocking Data | Depot Tickets

Ticket Number: 980 - 50 - 6657

Ticket Number	Unicode No.	Valid to	Validity Date	Provided on
980-50-6657	1	18.04.2019 23:59:00	17.04.2019 00:00:00	Ja

POE No.	POE #	Provided on	Confirmed on	Status
19	Axess SMART LOCK 600	24.04.2019 22:35:22	24.04.2019 22:35:23	Bestätigt
20	SMG Gantry Turnstile	17.04.2019 15:46:15	17.04.2019 15:46:15	Bestätigt
21	SMG Gantry Flap	17.04.2019 15:46:15	17.04.2019 15:46:15	Bestätigt
25	SMG Floor LR, Flap SC600	17.04.2019 15:46:16	17.04.2019 15:46:16	Bestätigt
30	SMG Floor Leisure SC600 Entry	17.04.2019 15:46:16	17.04.2019 15:46:16	Bestätigt

- 1 Type of stored Data; WTP, Blocking Data, Depot Tickets
- 2 Ticket Number / WTP Number
- 3 Refresh
- 4 List of ticket data
- 5 List of performed entries with this ticket

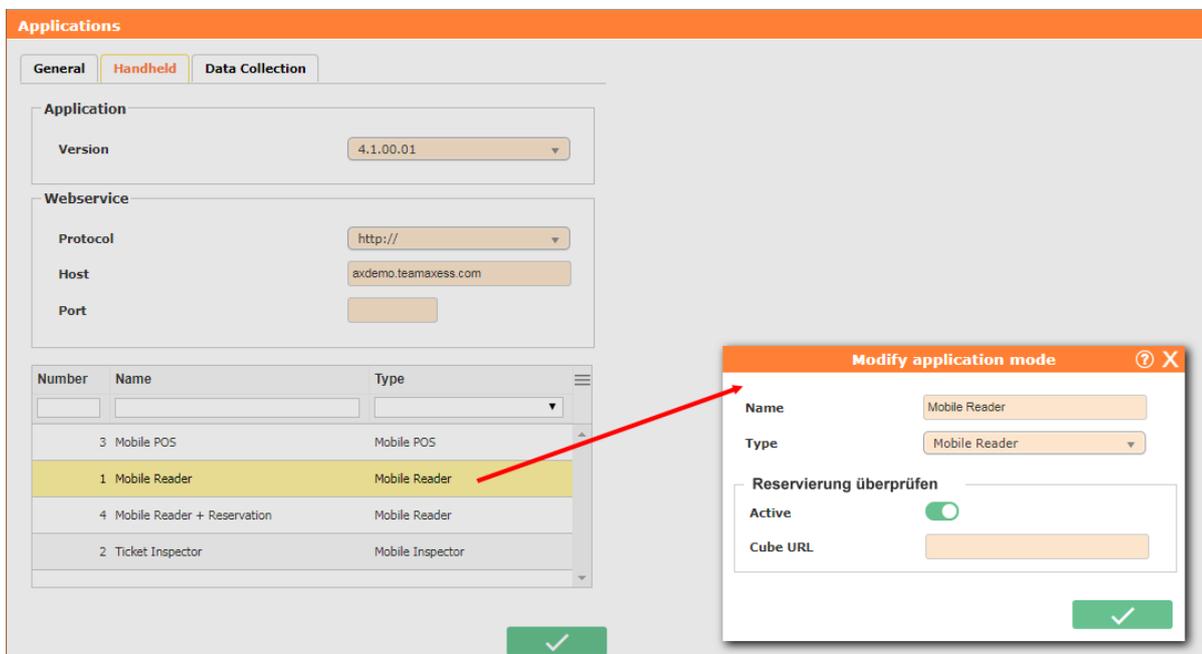
7.1.11 Mobile POE - Handheld, Mobile PC

Menu **System / Point of Entry / Mobile PC**

Assign Applications

Menu **System / Point of Entry / Mobile PC / Applications**

- Set operating language
- Enter web settings of the handheld
- Edit application mode; if required: Activate function *Reservierung überprüfen* (reservation check)
- Set the type of transmitted data



Create Handheld and configure settings

The mobile device **Axess HANDHELD 600** can be used as a Mobile POE to read tickets and check ticket validity. The device can also be configured as a mobile POS. The user always works on suitable applications. The configuration of the handheld takes place in CLICS.

Menu **System / Point of Entry / Mobile PC**

Define a POE of type **HANDHELD**

1. Menu **System / Point of Entry / Configuration**

Create the **POE** with setting Hardware selected as **HANDHELD**.

- a. Two or more HANDHELDS are allowed on one POE.
- b. One HANDHELD can be assigned for two or more POE of type HANDHELD

Point of Entry													
POE #	Name	Reader Type	Operation Time	Anti Pass Ba	Hardware	Lanes	Synchronized						
18	Handheld DEMO 3	AX400 ELL Rela	12:00 AM - 11:59 PM (11:59 PM)	0	HANDHELD - A)	2							
<table border="1"> <thead> <tr> <th>Number</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Demo HH 3 (TC75)</td> </tr> <tr> <td>6</td> <td>Demo HH 6 (TC8000)</td> </tr> </tbody> </table>								Number	Name	3	Demo HH 3 (TC75)	6	Demo HH 6 (TC8000)
Number	Name												
3	Demo HH 3 (TC75)												
6	Demo HH 6 (TC8000)												
14	Handheld DEMO 4	AX400 ELL Rela	12:00 AM - 11:59 PM (11:59 PM)	0	HANDHELD - A)	3							
7	Handheld DEMO 5	AX400 ELL Rela	12:00 AM - 11:59 PM (11:59 PM)	1	HANDHELD - A)	1							
3	Handheld DEMO 8	AX400 ELL Rela	12:00 AM - 11:59 PM (11:59 PM)	0	HANDHELD - A)	0							

Create Mobile Device, assign Applications

- Menu **System / Point of Entry / Mobile PC / Administration**
- Context menu, **NEW** to create a new mobile device
- in list *Application modes*;
- Context menu, **Assign**
- Drag the desired applications to the right list *Assigned*

Save!

Settings

Set the addresses for the communication of the mobile device with the DataCenter.

Handheld Settings

MobiControl API URL

API Client

Client ID

Client Secret

MobiControl User

User name

Password

✕

✓

7.2 Journal

All actions and work steps that run in your system are logged. Use function **System / Journal** to view some pre-defined protocols, the so-called journals:

CLICS-Journal	Logging of all actions which are performed by a CLICS user
POS Transactions	Sales transactions at the POS
POE Transactions	Reader transactions at the POE
POE Synchronizations	Every synchronizing actions at the POE
Filetransfer	Up- and Download of system files
Prepaidticket	Prepaid tickets
OCC Monitor	

Journals provide information and facilitate troubleshooting.

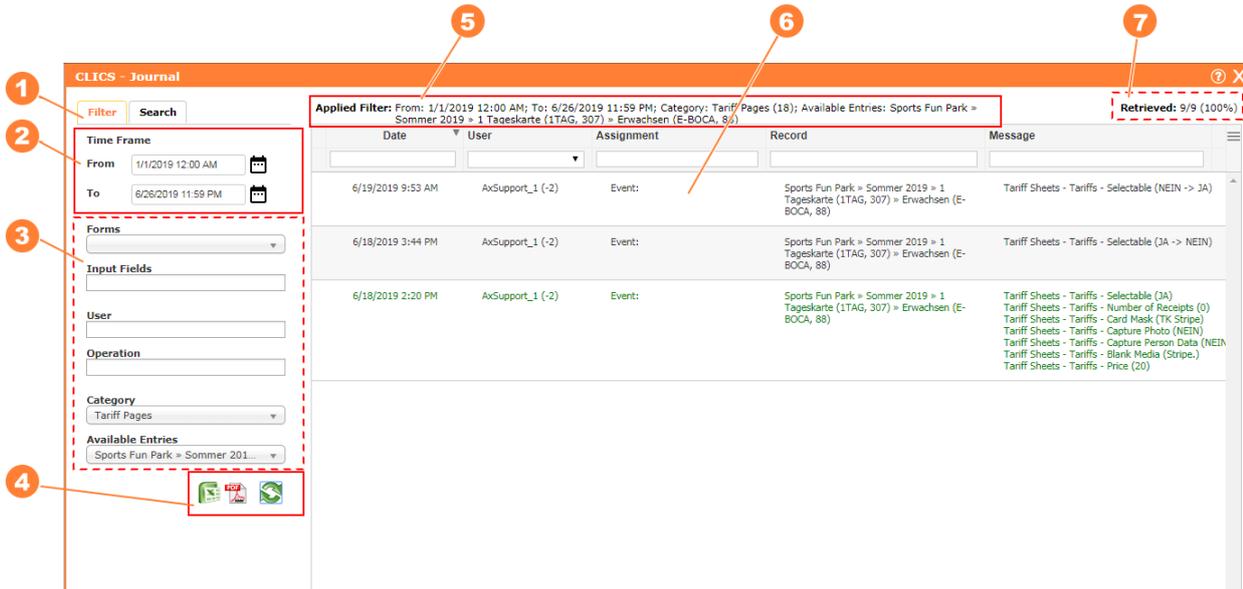
You can view any of the journals on screen, or export it as an Excel or PDF file. Set an appropriate filter in order to limit the number of logged lines and perform a targeted debugging. Filter settings add up each other!

During debugging it is often helpful to export the log file and send it to your contact person of Axess helpdesk.

Call the helpdesk before you do so!

7.2.1 CLICS Journal

Find function in menu: **System / Journal / CLICS Journal**



- 1 Filter, Search
- 2 Time Frame from which data are listed
- 3 Filter settings to restrict the list
- 4 Export the displayed list as an Excel file or PDF file; 'Refresh' button to apply the filter settings
- 5 Currently applied filter
- 6 Display list; Line-by-line display of all actions in CLICS with applied filter
- 7 Status of the filter process; Display is complete with 100%

Each action is logged in an extra line of the CLICS-Journal. Searching for a specific action, it is always necessary to filter and so restrict the displayed list. Several filter settings add up and restrict the displayed list.

If the number of data exceeds a configured maximum, the refreshing process stops, so that the stability of your browser will not be compromised. You will receive a message if records are missing. A direct export to an Excel file or a PDF file is still possible. With a large number of data, we recommend to export the data to an Excel or .Pdf file. You can then open the file in that application.

Direct Search

Enter a partial term of a text or a combination of numbers in the input fields.

Example: Search for fragmentary term "Reservation"

CLICS - Journal

Filter Search Search: Text: equals "Reservation" Retrieved: 23/23 (100%)

Search for Text, Number, Date or Time changes.

Text

equals

Reservation

Date	User	Assignment	Record	Message
6/21/2019 9:22 AM	AxSupport (-5)	Test per Core Ticket Type: Reservierungskarte (47)	Line: 2	System - Texts per Core Ticket Type - Display Text (AXES
6/21/2019 9:15 AM	AxSupport_1 (-2)	Cashiers	<u>Reservation Smart (24)</u>	System - Cashiers - Last Name (<u>Reservation</u>)
6/21/2019 9:12 AM	AxSupport_1 (-2)	Event:	Demo System Freizeit » Saison bis 2022 » MUSEUM Ticket (MUSEUM, 291) » Res. REDUCED (RED., 97)	Tariff Sheets - Tariffs - Card Mask (BC Maske -> Reservat
6/21/2019 9:12 AM	AxSupport_1 (-2)	Event:	Demo System Freizeit » Saison bis 2022 » MUSEUM Ticket (MUSEUM, 291) » Res. FULL (FULL, 89)	Tariff Sheets - Tariffs - Card Mask (BC Maske -> Reservat
6/21/2019 8:57 AM	AxSupport (-5)	Special Case Signal: Reservation invalid (100)	Line: 2	System - Special Case Signals - Display Text (NOT VALID
6/21/2019 8:57 AM	AxSupport (-5)	<u>Special Case Signal: Reservation invalid (100)</u>	Line: 1	System - Special Case Signals - Display Text (RESERVATI
6/21/2019 8:57 AM	AxSupport (-5)	Special Case Signal: Reservation invalid (100)	Line: 1	System - Special Case Signals - Display Text (RESERVATI
6/21/2019 8:57 AM	AxSupport (-5)	Text Elements		System - Text Elements - Text (RESERVATION)
3/5/2019 8:36 AM	AxSupport_1 (-2)	Event:	Demo System Freizeit » Saison bis 2022 » <u>Reservation</u> UP+DOWN+Attraction (UP+DOWN+A, 288) » Res. REDUCED (RED., 97)	Tariff Sheets - Tariffs - Card Mask (Reservation)
3/5/2019 8:36 AM	AxSupport_1 (-2)	Event:	Demo System Freizeit » Saison bis 2022 » Reservation UP+DOWN+Attraction (UP+DOWN+A, 288) » Res. FULL (FULL, 89)	Tariff Sheets - Tariffs - Card Mask (Reservation)

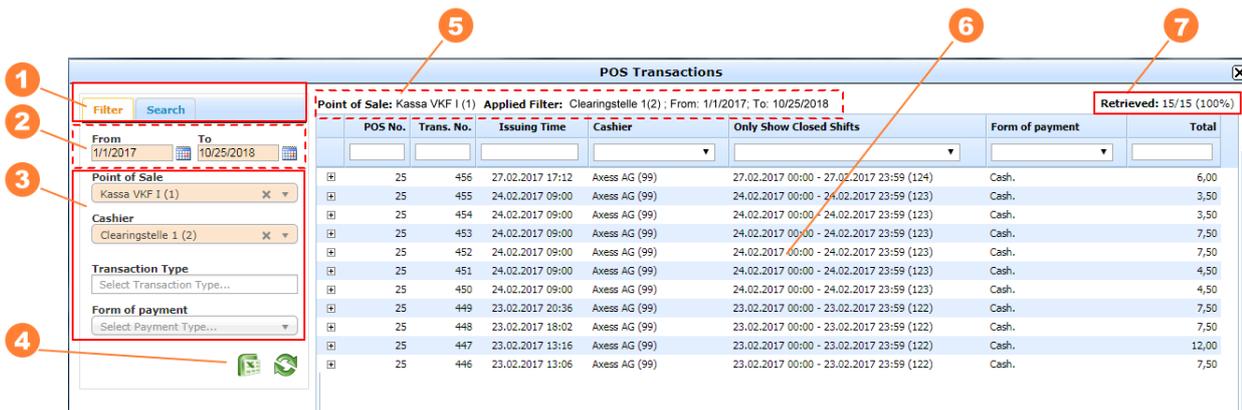
The longer the partial term, the more accurate the search. Function is not case sensitive.

7.2.2 POS Transactions

Function **POS Transactions** shows all logged sales transactions from the POS.

Find function in menu: **System / Journal / POS Transactions**

Example:



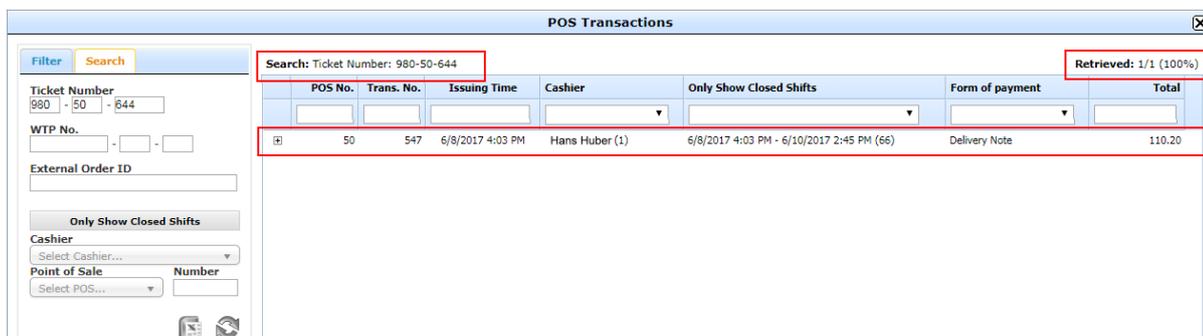
- 1 Filter settings, Search function
- 2 Time span, from which the data are filtered
- 3 Filter options to restrict the list
- 4 Export the resulting list as an Excel file; 'Refresh' button to apply the filter settings
- 5 Applied filter
- 6 List
- 7 Status of the filter process; Display is complete with 100%

Direkt Search

If you know the ticket number or the WTP number of a ticket, you can take the direct search for the associated POS transaction. View more details here.

1. Menu **Search**
2. Enter *Ticket Number*
3. Button *'Refresh'*

Example: *The ticket number is known*



Display Individual Tickets

Click on **Symbol „+“** to display the individual tickets of a POS transaction.

Example: The selected transaction includes the ticket sale of 2 tickets

POS No.	Trans. No.	Issuing Time	Cashier	Only Show Closed Shifts	Form of payment	Total
50	547	6/8/2017 4:03 PM	Hans Huber (1)	6/8/2017 4:03 PM - 6/10/2017 2:45 PM (66)	Delivery Note	110.20

Transaction Type	Quantity	Ticket Type/Articel	Person Type	Price per Item	Price
Authorization Sale	1	1 DAY (1)	ADULT. (1)	39.00	39.00
Authorization Sale	1	2 DAYS (2)	ADULT. (1)	69.00	69.00

Display Additional Information

1. **Select** the transaction
2. Context menu, function **Additional Information**
 -> Dialog *Additional Information* shows the ticket ID and more details such as transaction number and customer details

Additional Information

Date: 6/8/2017 4:03 PM
 Trans. No.: 980-50-547
 Point of Sale: Showroom POS (50)
 Cashier: Hans Huber (1)
 Receipt text: Delivery note 3

Customer No.: 980-11-15
 Customer: Axxess Dream Mountain
 A-Sonystraße 18
 5081 Anif / Salzburg

Payment		Article	
Form of payment	Total	Quantity	Article
Delivery Note	110.20	1	Rauch Apfelsaft gespr. 0,5

Cards					
Ticket Type	Person Type	Serial No.	WTP	Pers. No.	Person
1 DAY (1)	ADULT. (1)	980-50-644	J2H1A1P9-TSC-3YM		
2 DAYS (2)	ADULT. (1)	980-50-645	G2H1A1P9-T1P-PYM		

7.2.3 POE Transactions

Logs all transactions at the POE. Set the appropriate filter settings to restrict the number of displayed transactions in dialog *POE Transactions*, e.g. *Point of Entry*, *PersonType*, *Validation*, etc.

Find function in menu: **System / Journal / POE Transaction**; -> Dialog *POE Transactions*

Example: Display all transactions at the three selected POE's within the time frame

POE Transactions

Filter Search

Time Frame
 From: 6/1/2017 12:00 AM
 To: 8/10/2017 11:59 PM

Point of Entry
 SG Floor LR Flap (30) X
 SG Floor LR Flap (TFA) (32) X
 SG Floor SR Single Post (23) X

Person Type
 Select Person Type...

Validation
 Select Validation Type...

Ticket Type
 Select Ticket Type...

Transaction
 Select Transaction Type...

Time Frame: From: 6/1/2017 12:00 AM; To: 8/10/2017 11:59 PM
Applied Filter: Point of Entry: SG Floor LR Flap (30), SG Floor LR Flap (TFA) (32), SG Floor SR Single Post (23)
Retrieved: 91/91 (100%)

Trans. No.	Usage Time	POE #	Lane	Ticket Number	Ticket Type	Person Type	Transaction
2242038	6/21/2017 2:39:40 PM	SG Floor SR Single Post (23)	1	980-98-2605	1 DAY (1)	CHILD. (50)	Ticket utilization (0)
2242037	6/21/2017 2:39:13 PM	SG Floor SR Single Post (23)	1	980-98-2605	1 DAY (1)	CHILD. (50)	Ticket utilization (0)
2242036	6/21/2017 2:38:39 PM	SG Floor SR Single Post (23)	1	980-98-2605	1 DAY (1)	CHILD. (50)	Ticket utilization (0)
2242035	6/21/2017 2:38:29 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket utilization (0)
2242034	6/21/2017 2:38:16 PM	SG Floor SR Single Post (23)	1	980-98-2605	1 DAY (1)	CHILD. (50)	Ticket utilization (0)
1541337515	6/21/2017 2:37:17 PM	SG Floor SR Single Post (23)	1				Ticket Unknown (101)
2242032	6/21/2017 2:36:25 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket utilization (0)
1541337515	6/21/2017 2:32:25 PM	SG Floor SR Single Post (23)	1				Ticket Unknown (101)
1541337515	6/21/2017 2:30:17 PM	SG Floor SR Single Post (23)	1				Ticket Unknown (101)
1541337515	6/21/2017 2:30:10 PM	SG Floor SR Single Post (23)	1				Ticket Unknown (101)
2235032	6/20/2017 4:02:49 PM	SG Floor SR Single Post (23)	1	980-50-683	2 DAYS (2)	Adult (8)	Ticket utilization (0)
2234032	6/16/2017 8:43:47 AM	SG Floor SR Single Post (23)	1	980-98-2589	1 DAY (1)	ADULT. (1)	Ticket utilization (0)
1541337515	6/15/2017 10:18:18 AM	SG Floor SR Single Post (23)	1				Violent Transition (Entry at Entry R
2231032	6/14/2017 10:37:21 AM	SG Floor SR Single Post (23)	1	980-98-2582	1 DAY (1)	CHILD. (50)	Ticket utilization (0)
2230039	6/14/2017 9:43:37 AM	SG Floor SR Single Post (23)	1	980-98-2581	1 DAY (1)	ADULT. (1)	Ticket utilization (0)

- 1 Filter settings, Search function
- 2 Time span, from which the data are filtered
- 3 Applied filter
- 4 List; one transaction listed in each line, with applied filter
- 5 Filter options to restrict the list
- 6 Export the resulting list as an Excel file; 'Refresh' button to apply the filter settings
- 7 Status of the filter process; Display is complete with 100%

Direkt Search

If you know the ticket number or the WTP number of a ticket, you can take the direct search for the associated POE transaction. View more details here.

1. Menu **Search**
2. Enter *Ticket Number*
3. Button '*Refresh*'

Example: The ticket number is known

The screenshot shows the 'POE Transactions' window with a search filter for 'Ticket Number' set to '980 - 98 - 2521'. The search results table is as follows:

Trans. No.	Usage Time	POE #	Lane	Ticket Number	Ticket Type	Person Type	Transaction
2223148	6/7/2017 6:00:19 PM	SG Floor SR Single Post (23)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223138	6/7/2017 5:02:47 PM	Security Gate ENTRY (45)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223136	6/7/2017 5:02:18 PM	Security Gate ENTRY (45)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223135	6/7/2017 5:01:28 PM	Security Gate EXIT (46)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223134	6/7/2017 5:01:15 PM	Security Gate ENTRY (45)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223133	6/7/2017 5:01:07 PM	Security Gate EXIT (46)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223132	6/7/2017 5:00:56 PM	Security Gate ENTRY (45)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223131	6/7/2017 5:00:46 PM	Security Gate EXIT (46)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223130	6/7/2017 5:00:31 PM	Security Gate ENTRY (45)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223127	6/7/2017 4:54:35 PM	Handheld test (14)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223126	6/7/2017 4:54:28 PM	Handheld test (14)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223125	6/7/2017 4:52:26 PM	SG Gantry Turnstile (20)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223124	6/7/2017 4:50:40 PM	SG Gantry Flapgate (21)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)
2223123	6/7/2017 4:49:57 PM	SG Gantry Flapgate (21)	1	980-98-2521	ABO 5/SEASON WEB (53)	ADULT. (1)	Ticket utilization (0)

View Details of a POE Transaction

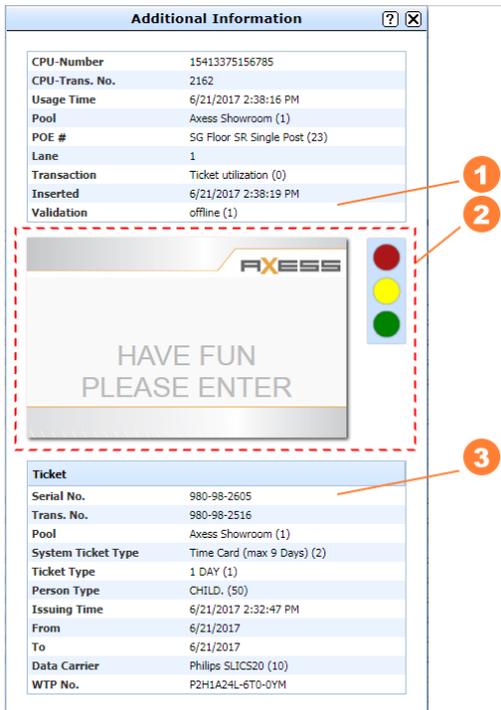
1. **Select** the transaction
2. Context menu, function **Additional Information**
 -> Dialog **Additional Information** shows details **Display**, **Signal Lights** and **Ticket Information**

Example: **Additional Information** of a POE transaction

The screenshot shows the 'POE Transactions' window with a search filter for 'Point of Entry' set to 'SG Floor LR Flap (30), SG Floor LR Flap (TFA) (32), SG Floor SR Single Post (23)'. The search results table is as follows:

Trans. No.	Usage Time	POE #	Lane	Ticket Number	Ticket Type	Person Type	Transaction
2242036	6/21/2017 2:38:39 PM	SG Floor SR Single Post (23)	1	980-98-2605	1 DAY (1)	CHILD. (50)	Ticket utilization (0)
2242035	6/21/2017 2:38:29 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket utilization (0)
2242034	6/21/2017 2:38:16 PM	SG Floor SR Single Post (23)	1	980-98-2605	1 DAY (1)	CHILD. (50)	Ticket utilization (0)
1541337515	6/21/2017 2:37:17 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket Unknown (101)
2242032	6/21/2017 2:36:25 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket utilization (0)
1541337515	6/21/2017 2:32:25 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket Unknown (101)
1541337515	6/21/2017 2:30:17 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket Unknown (101)
1541337515	6/21/2017 2:30:10 PM	SG Floor SR Single Post (23)	1	980-98-2604	1 DAY (1)	ADULT. (1)	Ticket Unknown (101)
2235032	6/20/2017 4:02:49 PM	SG Floor SR Single Post (23)	1	980-50-683	2 DAYS (2)	Adult (8)	Ticket utilization (0)
2234032	6/16/2017 8:43:47 AM	SG Floor SR Single Post (23)	1	980-98-2589	1 DAY (1)	ADULT. (1)	Ticket utilization (0)

The 'Additional Information' dialog for the selected transaction (1541337515) is shown, displaying details for the transaction type 'Ticket Unknown (101)'.



- 1 Detailed Information about *POE* reader
- 2 Preview of display and signal lights when ticket is read
- 3 Detailed information on the *ticket*, inclusive *Ticket number* and *WTP number*

Large Data Volume

When the filter settings result a large number of data, they can probably not be displayed on screen.

- Adjust your filter or use more filter settings to further restrict the number of data
- Export the data to an excel file for display in program excel

7.2.4 POE Synchronizations

Function **POE Synchronizations** shows the protocol of all synchronizing processes in between POS and DataCenter, or POE and DataCenter. Set adequate filters to restrict the number of synchronization loggings in the list, e.g. select POE or Synchronization Type, etc.

Find function in menu: **System / Journal / POE Synchronizations**

Example: List all synchronization proceeds within the selected time span

The screenshot shows the 'POE Synchronization' window. On the left, there is a 'Filter' panel with sections for 'Time Frame' (From: 6/1/2017 12:00 AM, To: 9/19/2017 1:47 PM), 'Point of Entry' (All), 'Synchronization Type' (Select Synchronization Type...), and 'Status' (Select status...). Below the filter panel are 'Export' and 'Refresh' icons. The main area displays a table with columns: POE #, Name, Synchronization Type, Inserted, Completed, and Status. The table contains 14 rows of data. Above the table, it shows 'Applied Filter: From: 6/1/2017 12:00 AM; To: 9/19/2017 1:47 PM' and 'Retrieved: 1100/6106 (14%)'.

- 1 Filter settings, Search function
- 2 Time span, from which the data are filtered
- 3 Filter options to restrict the list
- 4 **Export** the resulting list as an Excel file; '**Refresh**' button to apply the filter settings
- 5 Applied filter
- 6 **List**; one synchronization listed in each line, with applied filter
- 7 Status of the filter process; Display is complete with 100%

Filter

Example: Set filter with direction of synchronization and synchronization type

This screenshot shows the 'POE Synchronization' window with a more specific filter. The 'Synchronization Type' dropdown is expanded, showing three selected items: 'POE=>BOC DayCounter Data (1536)', 'POE=>BOC Status Data (4112)', and 'POE=>BOC Transaction Data (1280)'. The 'Applied Filter' text now includes 'Synchronization Type: BOC=>POE Blocking Data (1792), POE=>BOC Status Data (4112), POE=>BOC Transaction Data (1280)'. The table shows 14 rows of data, all with a status of 'Erfolgreich'.

Show Details

Click on **symbol „+“** to display the details of the synchronization logging

Example:

The screenshot shows the 'POE Synchronization' window. On the left, there is a 'Filter' panel with 'Time Frame' (From: 6/1/2017 12:00 AM, To: 9/19/2017 1:47 PM), 'Point of Entry' (All), and 'Synchronization Type' (POE=>BOC Transaction Data (1280)). The main area displays a table with columns: POE #, Name, Synchronization Type, Inserted, Completed, and Status. Two rows are highlighted with red boxes and their details are expanded below them. The first row is for POE # 46, 'Security Gate EXIT', with task details for Task No. 7341250 and Lane No. 1. The second row is for POE # 45, 'Security Gate ENTRY', with task details for Task No. 36 and Lane No. 7341236. The 'Status' column shows 'Successful' for the main entries and 'OK' for the task details.

7.2.5 Export Journal Data

Export Journal Data

Click on Button **Export Excel** to export the listed transactions to an excel file. In addition, when the button **Export PDF** is displayed, you can also export the data as a PDF file.



The file is created in the background and provided for download.

The screenshot shows a file explorer window with two tabs. The active tab is 'CLICS - Journal_20170808122323.xlsx'. Below the tabs, there is a table with columns: Date, User, Assignment, Record, and Message. The table contains several rows of log entries, including 'Information - User Accounts - Logged Out' and 'Sperrgründe - Bezeichnung (Ticket stolen)'. The 'Applied Filter' at the top indicates: From: 8/1/2017 12:00 AM; To: 8/8/2017 11:59 PM; User: AxSupport_1 (-2); Operation: Changed, Inserted. Retrieved: 565/565 (100%).

Example: Click on name of the excel file to open it. Excel must be installed on your computer to do so.

	A	B	C	D	E
1	Applied Filter				
2	Time Frame	8/1/2017 12:00:00 AM - 8/8/2017 11:59 PM			
3	Forms	No Filter	User	AxSupport_1 (-2)	Category
4	Input Fields	No Filter	Operation	Changed, Inserted	Available Entries
5					No Filter
6					No Filter
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

- Title, including name of the export file
- Used filter
- List of transactions; result after filter

Send Excel File

Send file:

1. Position cursor on link
2. Use Icon 'Email' Clics adds a time stamp to the exported data; Format YYYYMMDD hhmmss.

Requirement

Enter an email address to which the Excel or PDF file will be sent in: **CLICS / User / Profile**

7.2.6 Person Communications

Any communicative action such as email or SMS managed by CLICS is logged in a single line in the **CLICS Journal / Person Communications**.

Person communication
?
✕

Filter

Time Frame

From: 6/26/2017 12:00 AM

To: 6/26/2019 11:59 PM

Customer Type

Person

Person

Applied Filter: From: 6/26/2017 12:00 AM; To: 6/26/2019 11:59 PM; Customer Type: Person (1) **Retrieved:** 368/368

Number	Recipient	Address	Text
467372	Max Schmitt (980-98-172)	m.schmitt@anymail.com	CLICS Reporting - Client
466462	Hans Mueller (980-98-178)	h.mueller@anymail.com	CLICS Reporting - Showroom and Web POS
466461	Max Schmitt (980-98-172)	m.schmitt@anymail.com	CLICS Reporting - Client
466437	Hans Mueller (980-98-178)	h.mueller@anymail.com	CLICS Reporting - Showroom and Web POS
466435	Max Schmitt (980-98-172)	m.schmitt@anymail.com	CLICS Reporting - Client
466411	Hans Mueller (980-98-178)	h.mueller@anymail.com	CLICS Reporting - Showroom and Web POS
466409	Max Schmitt (980-98-172)	m.schmitt@anymail.com	CLICS Reporting - Client
466385	Hans Mueller (980-98-178)	h.mueller@anymail.com	CLICS Reporting - Showroom and Web POS
466383	Max Schmitt (980-98-172)	m.schmitt@anymail.com	CLICS Reporting - Client
465369	Hans Mueller (980-98-178)	h.mueller@anymail.com	CLICS Reporting - Showroom and Web POS

7.3 Configuration POS

We recommend to follow these worksteps:

1. Create POS
2. Assign a location and a pool to the POS
3. Assign the payment type to the POS. Those will be valid at the POS;
.... then continue with creation of the POS

Synchronize the POS after you have completed the settings to make the changes affect at the POS.

7.3.1 Create POS

Function in menu: **System / Point of Sale / Configuration**

Point of Sale					
Number	Name	Location	Organization	automatic pi	Computer Name
18	POS LITE Ski 5	POS DEMO	Axess AG	23:59	DEMO_POS_SKI5
50	Showroom POS	POS DEMO	Axess AG	23:59	AX_DEMO_POS05
54	TicketKiosk 1	POS DEMO	Axess AG	23:59	TicketKiosk1
21	TVM 1 (A)	POS DEMO	Axess AG	23:59	DEMO_TVM_SKI1
22	TVM 2 (B)	POS DEMO	Axess AG	23:59	DEMO_TVM_SKI2
23	TVM 3 (C)	POS DEMO	Axess AG	23:59	DEMO_TVM_SKI3
53	Showroom FNB POS	POS DEMO	Axess AG		AX_DEMO_POS05

Create New POS

1. Menu System / Point of Sale / Configuration, -> Liste Point of Sale
2. Context menu, NEW; -> Dialog Create POS Stations;
First number of POS is recommended by default
3. Enter Number of POS's which you want to create now
Standard: 1 POS; or you can create two or more POS simultaneously
4. Assign POS to a Location; Select from list or click on symbol "+"; → [Assign Location of POS](#)
5. Assign System Language to POS
6. Open Advanced Mode
7. Assign POS to a Pool; → [Assign Pools to POS](#)
8. Assign Paymenttypes ; → [Assign Payment Types](#)

Save!

POS will be created at the DataCenter and added to list *Point of Sale*.

CLICS program often performs validation checks. You will receive a message if you enter a 1st POS number and this number is already occupied or if no payment type has been assigned.

Example: Create a POS

Edit POS [?] [X]

Number

Name

Computer Name

Location [⊕]

System Language

Description

— Advanced —

Organization

Type

Hardware

All Pools [🗑️]

All Rental Locations [🗑️]

All R-Locations [🗑️]

POE #

automatic predate Time

Payment Types [🗑️]

Online Monitor

visible

[X] [✓]

7.3.2 Create several POS at the same time

You can create several POS at the same time.

Find function in menu: **System / Point of Sale / Configuration**

1. Menu **System / Point of Sale / Configuration**; -> *List Point of Sale*
2. Context menu, **NEW**; -> Dialog Create POS Stations
The system recommends the 1st POS number by default
3. Enter Number of POS
4. Accept or change proposed name;
A preview is displayed below the input field (light gray text)

Save!

The new POSs will be applied starting with the first terminal number.

Example: Creating three POS simultaneously

Number	Name	Location	Organization	automatic pi	Computer Name
53	Showroom FNB POS	POS DEMO	Axess AG		AX_DEMO_POS05
50	Showroom POS	POS DEMO	Axess AG	23:59	AX_DEMO_POS05
4	Snow POS004	POS DEMO	Axess AG		
5	Snow POS005	POS DEMO	Axess AG		
6	Snow POS006	POS DEMO	Axess AG		
54	TicketKiosk 1	POS DEMO	Axess AG	23:59	TicketKiosk1
21	TVM 1 (A)	POS DEMO	Axess AG	23:59	DEMO_TVM_SKI1
22	TVM 2 (B)	POS DEMO	Axess AG	23:59	DEMO_TVM_SKI2

Create POS Name

You can create the POS name. Program CLICS adds a consecutive number to the new POS names.

Example: Three new POS for Credit Cards only

7.3.3 Edit POS or Delete POS

Edit POS

1. Menu **System / Point of Sale / Configuration**, -> List Point of Sale
2. Select POS
3. Context menu, **Edit**; -> Dialog Edit POS
4. Edit

Save!

Delete POS

1. Menu **System / Point of Sale / Configuration**, -> List Point of Sale
2. Select POS
3. Context menu, **Delete**
4. Confirm message „Delete selected Entry?“

The POS is removed from the system and disappears from the list.

7.3.4 POS Wake UP

Find function in menu: **System / Point of Sale / Configuration** / (Context menu) **POS Wake up**

Use function **POS Wake up** to start up one or more POS computers with help of the so-called *Wake-On-LAN* technology without being on site at the device.

1. Menu **System / Point of Sale / Configuration**, -> *List Point of Sales*
2. Select one or more POS
3. Context menu, **POS Wake up**

Wake-On-LAN functionality must be available and active at the POS computer.

Function Select All

This function can be helpful if you want to change a setting at all your POS at the same time

1. Menu **System / Point of Sale / Configuration**, -> *List Point of Sales*
2. Select one or more POS
3. Context menu, **POS Select all**

7.3.5 Assign Location of POS

Assign Location

1. Menu **System / Point of Sales / Configuration**
2. Select POS
3. Parameter **Location**
4. Select Location

Save!

Example:

The screenshot shows a software window titled "Edit POS" with a white background and an orange header bar. The header bar contains a question mark icon, a close icon (X), and the title "Edit POS". Below the header, there are several input fields:

- Number:** A text box containing the value "50".
- Name:** A text box containing "Showroom POS".
- Computer Name:** A text box containing "AX_DEMO_POS05".
- Location:** A dropdown menu showing "POS DEMO". A red circle with a white plus sign is overlaid on the right side of this dropdown, indicating that a new location can be added.
- System Language:** A dropdown menu with a downward arrow.
- Description:** A text box containing "POS Ski 50".

At the bottom of the window, there are two buttons: a red button with a white "X" (cancel) on the left and a green button with a white checkmark (save) on the right.

7.3.6 Assign Pools to POS

Assign Pools

1. Menu **System / Point of Sale / Configuration**
2. Select POS
3. Open *Advanced mode*
4. Parameter All Pools: Setting Selected
5. Click on symbol "more";
-> List Pools Pools shows all pools assigned to this POS
6. Context menu **Assign**
7. Select desired **Pools**

Save!

For the selected pools tickets can be sold at this POS.

Example:

The image shows two screenshots from the Axess system configuration interface. The left screenshot is the 'Edit POS' window, and the right screenshot is the 'Pools' list window.

Edit POS Window:

- Number: 50
- Name: Showroom POS
- Computer Name: AX_DEMO_POS05
- Location: POS DEMO
- System Language: (dropdown)
- Description: POS Ski 50
- Advanced section:
 - Organization: Axess AG
 - Type: Standard POS
 - Hardware: POS Default
 - All Pools: Selected (with a 'more' icon circled in red)
 - All Rental Locations: Selected
 - All R-Locations: Selected
 - POE #: (dropdown)
 - automatic predate Time: 11:59 PM
 - Payment Types: (checkbox)
 - Online Monitor: (toggle on)
 - visible: (toggle on)

Pools Window:

Pool No.	Pool
17	2 DAY + SINGLE RIDE
4	Alle Leser
20	AX Showroom - Periods
1	Axess Showroom
14	Axess Showroom TK gestaffelt
6	Bezugsberechtigung
90	Bukowina

7.3.7 Assign Payment Types

Enter all **Payment Types** which should be available at the POS. Then set the payment types **active** or **non-active** with a checkbox **Active**.

Prerequisite: *Core Payment Types* must be defined.
Synchronize to POS when the new settings should work immediately.

Form of payment	Core Payment Type	Customer Transaction	Receipt: Icon	Bank Card	Active
Cash. (-1)	Cash (1)	No	0 Cash		Yes
Split Payment (-1)	Split Payment (0)	No	0		Yes
Delivery Note (-1)	Delivery Note (6)	Yes	2 Delivery Note		Yes
KKT (5)	B+S Terminal LAN (30)	No	0 Credit Card		Yes
KM-Ausgabe (-1)	Commission (14)	Yes	0 Commission		Yes
KM-Rücknahme (-1)	Kommissionrücknahme (24)	Yes	0 Commission		Yes
Internet Payment (-1)	Internet Payment (20)	Yes	0		Yes

Create NEW Payment Type

1. Menu **System / Point of Sale / Payment Types**
2. Context menu **New**, -> Dialog *Create Payment Type*
3. Select *Core Payment Type*
4. Enter *Name*
5. Select Number of Receipts and Payment Processor
6. Select Accepted Card;
Bank or credit card company which settle the payment
7. Active -> Payment type will be available at the POS
8. Click on ICON
9. Select Icon -> Icon will appear on the POS screen!

Save!

The appearing parameter can be different, depending on your selection of the core payment type.

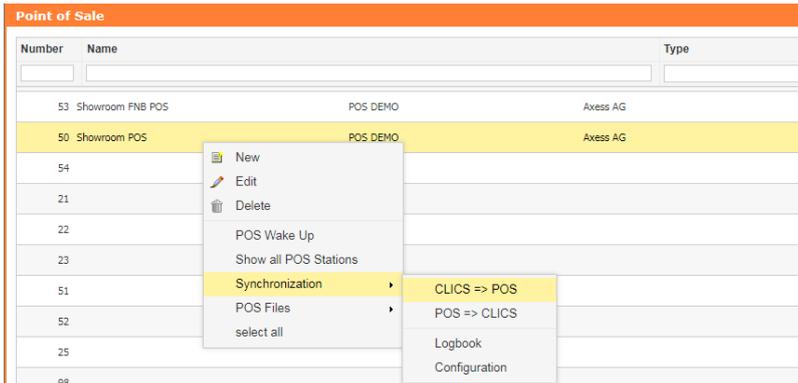
Example: Selection of core payment type (Credit Card Terminal)

Select Icon

7.3.8 Synchronize POS

Usually, the synchronization routines for the POE and POS systems run automatically. Use function **Synchronization** if you want to start synchronization of one or more POS right away.

Function in menu: **System / Point of Sale / Configuration / Synchronization (Context menu) / CLICS => POS or POS => CLICS**

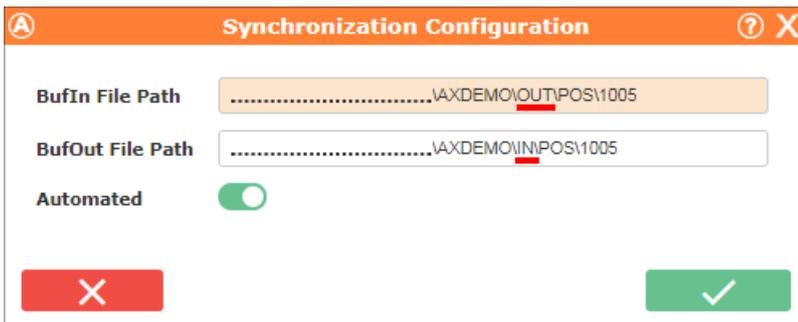


Configuration of the Synchronization Paths

Enter the necessary paths for data transfer.

Function in menu: **System / Point of Sale / Configuration / Synchronization (Context menu) / Configuration**

Example:



Logbook

Find the logbook of all synchronization processes here.

Function in menu: **System / Point of Sale / Configuration / Synchronization (Context menu) / Logbook**

7.3.9 Create and Assign Keyboard Layout

You can start the **Keyboard Layout** dialog via:

- Menu **Tariff Management / Tariff Sheets / Tickets /** (select price sheet in list Price Sheet) / (context menu) **Keyboard Layouts**
- Menu **System / Point of Sale / Keyboard Assignment**

Here you can create a *NEW* keyboard layout, edit it and program it with the desired tariffs. Please find a description in the manual CLICS, Part 2, Basics, tariffs, keyboards.

7.3.10 Create New POS Location

Create New POS Location

1. Menu **System / Point of Sale / Configuration**
2. Select POS
3. Context menu, **Edit**; -> *Dialog Edit POS*
4. Parameter **Location**; **Click on symbol "+"**; -> *Dialog Locations*
5. Context menu, **New**; -> *Dialog Create Location*
6. Enter Name

Save!

The new location is added to list *Locations*.

Example:



7.3.11 Define Payment Types

Enter all **Payment Types** which should be available at the POS. Then set the payment types **active** or **non-active** with a checkbox **Active**.

Prerequisite: *Core Payment Types* must be defined.
Synchronize to POS when the new settings should work immediately.

Form of payment	Core Payment Type	Customer Transaction	Receipt: Icon	Bank Card	Active
Cash. (-1)	Cash (1)	No	0 Cash		Yes
Split Payment (-1)	Split Payment (0)	No	0		Yes
Delivery Note (-1)	Delivery Note (6)	Yes	2 Delivery Note		Yes
KKT (5)	B+S Terminal LAN (30)	No	0 Credit Card		Yes
KM-Ausgabe (-1)	Commission (14)	Yes	0 Commission		Yes
KM-Rücknahme (-1)	Kommissionerrücknahme (24)	Yes	0 Commission		Yes
Internet Payment (-1)	Internet Payment (20)	Yes	0		Yes

Create NEW Payment Type

1. Menu **System / Point of Sale / Payment Types**
2. Context menu **New**, -> Dialog *Create Payment Type*
3. Select *Core Payment Type*
4. Enter *Name*
5. Select Number of Receipts and Payment Processor
6. Select Accepted Card;
Bank or credit card company which settle the payment
7. Active -> Payment type will be available at the POS
8. Click on ICON
9. Select Icon -> Icon will appear on the POS screen!

Save!

The appearing parameter can be different, depending on your selection of the core payment type.

Example: Selection of core payment type (Credit Card Terminal)

Select Icon

7.4 Cashiers

Create the individual cashiers who will work at the POS system.

Function ... / **Cashiers** / **Configuration**

Example: List of Cashiers

Number	Last Name	First Name	Rank	Layout
25	John	Schmith	Cashier	Demo System Ski
2	Kassier	Bad	Administrator	Demo System Bad
10	Kassier	Zoo	AxessAG	Demo System Zoo
17	Locker manager	Locker manager	AxessAG	
9				
20				
--				

Note! Also create cashiers who do not work directly in ticket sales, but probably fulfill service tasks or overriding tasks such as Administrator or test cashier service.

7.4.1 Create or Edit Cashier

Function in menu: **System / Cashiers / Configuration**

Create New Cashier

1. Function ... / **Cashiers / Configuration**-> List of all *Cahiers* who are stored in the system
2. Context menu, **New**;-> *Create cashier*
3. **Name**
4. **Password** for Login
5. Select desired **Rank** for the cashier
6. Select Keyboard **Layout**
7. **Advanced Mode**: enter an additional FiscalID.

Save!

The new cashier is saved and added to list *Cashiers*.

Example:

Number	Last Name	First Name	Rank	Layout
25	John	Schmith	Cashier	Demo System Ski
2	Kassier	Bad	Administrator	Demo System Bad
10	Kassier	Zoo	AxessAG	Demo System Zoo
17	Locker manager	Locker manager	AxessAG	
9				
20				
--				

Use symbols "+" open a cross-reference to relevant dialogs, such as *Rank* or *Layout*.

Share the name, number and password for login with the cashier.
Synchronize the POS after you finished the settings if you want to affect the POS immediately.

Edit Cashier

1. Function ... / **Cashier / Configuration** -> *List Cashiers*
2. Select *Cashier*
3. Context menu, **Edit** -> *Edit Cashier*
4. Enter changes

Save!

Delete Cashier

1. Function ... / **Cashier / Configuration** -> *List Cashiers*
2. Select *Cashier*
3. Context menu, **Delete**
4. Confirm the message "Delete selected Entry?"

Message "Addicted record found! Unable to delete ".

If an element cannot be deleted from the list, then there is still a link to another record. Then first delete the child element.

7.4.2 Cashier Rights

Every cashier is assigned to exactly one cashier **Profile**. The cashier profile defines which functions can be performed by the cashier at the POS. So you perform a grouping of cashier rights. This is important and helpful, especially for a large number of functions and many cashiers.

Usually, at least the profiles for administrator, master cashiers and regular cashiers are predefined.

Think about this: How extensive do you want to assign the rights of a cashier?

On the one hand the ticket sales at the POS should take place fast without asking a master cashier for necessary functionalities. On the other hand, possible errors when operating the POS must be kept low. So also focus on an intense training of your cashiers!

Function in menu: **System / Cashiers / Cashier Rights**

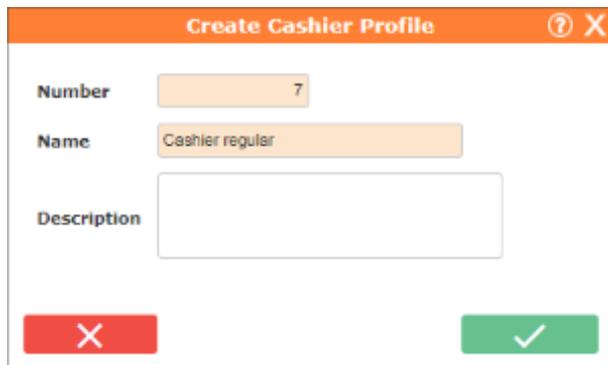
Create a new Cashier Profile

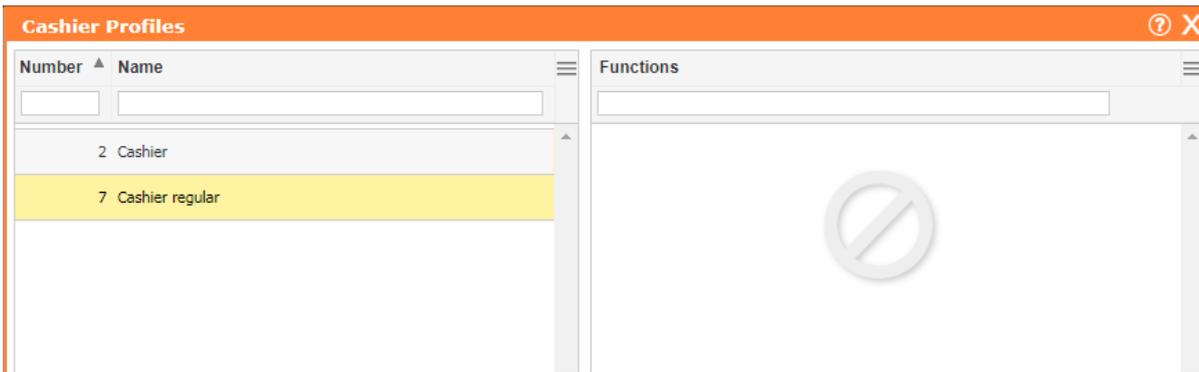
1. Function ... / **Cashiers / Cashier Rights**-> *List Cashier Profiles*
2. Position cursor in list **Name**
3. Context menu, **New.**-> *Dialog Create Cashier Profile*
4. Enter **Number** and **Name**

Save!

The new Cashier Profile is added to the list. There are no cashier rights included in the profile yet.

Example:





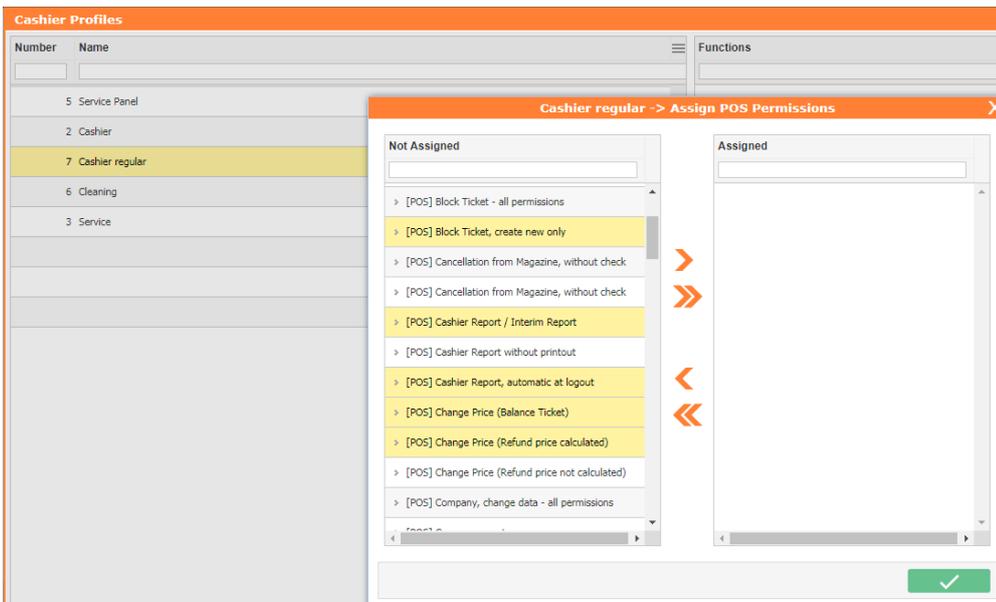
Assign Cashier Rights to a Cashier Rank

1. Function ... / **Cashiers** / **Cashier Rights**-> List Cashier Profiles
2. Select *Cashier Profile*
3. Position cursor in list *Functions*
4. Context menu, **Assign**; -> (*Cashier Rank*) → *Assign POS Permissions*
5. Select cashier rights

Save!

The group of the selected cashier RIGHTS is therefore assigned to the cashier RANK, here *Cashier Normal*.

Example:



Create additional cashier ranks in the same way, e.g. main cashier, cashier regular late night, cashier pre-sale, etc.
After you finished the settings, synchronize to the POS so that the changes can affect the POS.

Edit Cashier Profile

1. Function ... / **Cashiers** / **Cashier Rights** -> *List Cashier Profiles*
2. Select *Cashier Profile*
3. Context menu, **Edit** ; Dialog Edit Cashier Profile
4. Edit changes

Save!

Delete Cashier Profile

1. Function ... / **Cashiers** / **Cashier Rights**-> *List Cashier Profiles*
2. Select *Cashier Profile*
3. Context menu, **Delete**
4. Confirm the message „Delete selected Entry?“

Message "Addicted record found! Unable to delete ".

If an element cannot be deleted from the list, then there is still a link to another record. Then first delete the child elements or the link.

TECHNICAL SUPPORT: support.austria@teamaxess.com

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Axess CLICS

Part 1 - Configure System, Journal, Handling

User manual V 4.0_2019

2019 - English

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