

This is the Gateway View for the Merchant Owner. From here Merchants will need to log in on the upper right-hand corner and once logged into the CashBox account, they will go to the VPOS Tab in the upper panel bar and select VPOS Operator.



From the VPOS Operator Sub-Tab, the Merchant will need to select the VPOS Operators option to CREATE OPERATOR for every authorized user to the VPOS terminal. (Unlimited users can be added based on the number of Operators the merchant has).

Screen 1



Step 2 (Create the Operator or Modify Existing Operators)

Virtual Point of Sale (VPOS) Operators

Your VPOS can provide simultaneous access, for several operators, to process payments for your goods and services. You can create and manage your operators with the buttons below. You can add a unique nick name, password, and of course first and last name, for each operator. You can send a VPOS Button (link) to the Operator for quick access.

[Create Operator](#)

Operators

<input checked="" type="radio"/>	John	Jonathan Imm
<input type="radio"/>	Jonathan	Jonathan Imm

[Modify](#)

[Email VPOS Buttons](#)

[Delete](#)

Step 3 (Enter the Operator ID Info)

VPOS - Add Operator

Operator:	<input type="text" value="Jonathan"/>	(First Name/NickName)
Full Name:	<input type="text" value="Jonathan Imm"/>	
Password:	<input type="text" value="1234"/>	
E-Mail Address:	<input type="text" value="jonathan@geniegateway.com"/>	
Cell Phone:	<input type="text" value="5551234567"/>	
	<input checked="" type="checkbox"/>	Load Customer CashBox

[Save](#)

[Email VPOS Buttons](#)

[Cancel](#)

During the setup of the Operator(s) there is a check box featuring "Load Customer Cashbox"

This feature is used when a location/Owner wants to give the ability for the Operator to accept Cash or Checks and then issue those monies to the Consumers Cashbox or change from a sale paid by cash can also be issued to the Consumers Cashbox or Genie Card. For Example: A consumer is cashing a check or wants to load their Genie Gard at the retail location.

Giving access to this feature is required in the setup of EACH Operator and is optional based on the permission or procedure of the location/owner. Please also keep in mind that the consumer must have a Free Checking account or Genie Card to utilize this feature. The merchant must have the funds in their cash box to send to the Consumers Cashbox.

Step 4 (Save and or Send Links)

VPOS - Send Link to Operator

Operator: Jonathan - Jonathan Imm
E-Mail Address:
Cell Phone:

Email VPOS Check22 Button

Email VPOS PayFast Button

Email Both Check22 and PayFast Buttons

Cancel

Once the Merchant has created the Operators access to the VPOS portal, they are ready to allow VPOS operators to take orders from their customers. Follow the step that best suits your need below...

- The Merchant can save the link(s) locally by emailing the link(s) to themselves, and creating the shortcut on the central store's computer

-OR-

- Email each registered user their own link(s) to the VPOS terminal
For Example: If they are remote workers such as call center reps or delivery personnel.

To do so, just select the Operator from your list of operators and click on either Save (used for local) or the SAVE AND SEND VPOS BUTTON, (used for remote use). An email and Text Message will be sent to the operator related to that link. **Ensure that you have that operators correct Email/Text address.**

The Central Manager may create shortcuts to the desktop of the computer being used for all local operators or may create the shortcuts on multiple computers within the same location.

Remote Operators may also create shortcuts on their local computer by follow the steps below.

1. Gateway owner will Create the Operator and click either the "SAVE" or "Save and Send VPOS Button", the link is sent via email to the operator registered to the link and the destination email.
2. The Operator can now access the email and click on the VPOS button. Remember do not delete this email if this is the method the Operator is accessing the link from.

For shortcut saving, follow the steps below.

1. Highlight the URL for the VOPS Operator and drag it to your Windows Desktop.
2. Rename the button by Username - Operator (Example) Dave Operator or ABC Company Sales POS, whatever you want to call it.

For Direct Gateway access to the VPOS Function, follow the steps below.

1. The Operator can navigate to the Geniegateway.com/Merchant ID and click on the VPOS Button based on the transaction type they wish to run on the Right Center Panel of the Gateway and log in with their operator credentials.

