Setup – Usernames & Passwords
AV Ref # 693

About:

Usernames & Passwords will need to be set up for all users that will be logging into HITS on their workstations. It is up to you whether you use…

1. **Generic** Usernames: (Examples: SALES, STORE1, WAREHOUSE…) OR…

2. **Employee-specific** Usernames: (Example: STEVE, ERIK, WENDY….)

You can also use a mixture of both generic and employee-specific Usernames.

Your Account Manager will help you set up Usernames & Passwords.

Please provide your Account Manager the **Usernames** you would like set up in the system. Please include the **Role** of the employee(s) who will be using that Username. You can also set the **Password**, or you can leave Password blank and one will be generated for you.

You can provide your Account Manager this information by filling out the New Users spreadsheet (found at the link listed in your Implementation binder) and sending it to your Account Manager. Or, if you prefer, you can email your Account Manager a list like the example included below…

Username	Role	Password
SALES	Sales	
JOHNR	Store Manager	
BECKYL	Bookkeeper	
LARRYW	Owner	LTIRE

Username / Password Requirements

- **Usernames:** Up to 16 characters. Can include letters, numbers, and spaces.

- **Roles:** Please use one of the following: Admin/Owner, Corporate Manager, Bookkeeper, Store Manager, or Store.

- **Passwords:** 4 or 5 characters. Uppercase letters ONLY. (Will be auto-generated if left blank.)

(*continued on next page*…)

Permissions in HITS will be based on the Username who is logging into the system. Please consider the following permissions in the system when setting up your Usernames. Below are some of the most requested Permission edits. (This is an optional step.)

Permissions

1. Do you want User to be able to invoice to the generic Cash Account?
2. Do want User to be able to set up new Vendors?
3. Do you want User to be able to set up New Customer Charge Accounts?
4. Do you want User to be able to edit Pricing on sales tickets?
5. Do you want User to be able to Update Inventory Pricing when Receiving?
6. Do you want User to be able to Add/ Edit Inventory?
7. Do you want User to be able to see Cost in the system?
8. Do you want User to be able to see GP$ & GP% in system?
9. Do want User to be able to Post ROA Payments?
10. Do you want User to be able to Post ROA Credits & Debits?
11. Do you want User to be able to Disburse ROA Payments?
12. Do you want User to be able to Override Credit Hold?

Multi-store Permissions

13. Do you want User to have Inter-store access? (Change store in system?)
14. Which Transfer method do you want User have permission for? Forced Reconciliation Transfers or Auto-Cross Post Transfers?

To see a list of all Permission Settings in the system, you can click the link below….
User Permissions (ALL)