

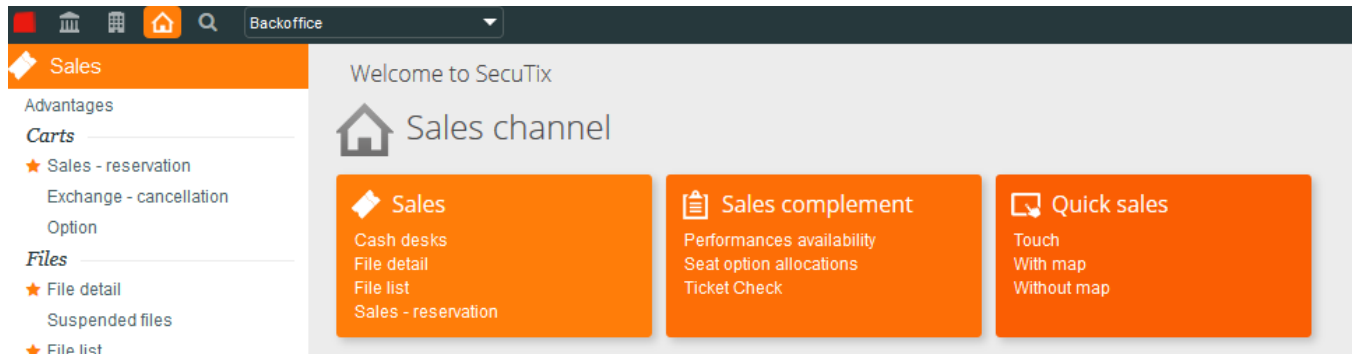
# How to configure a workstation

## Introduction

Administrator rights are required during this process. Please make sure that you have the corresponding operator rights to make these configurations.

Since SecuTix is a browser-based system, there must be a connection between SecuTix and your physical computer. The main purpose of this is to allow the communication between the computer and the hardware connected to it.

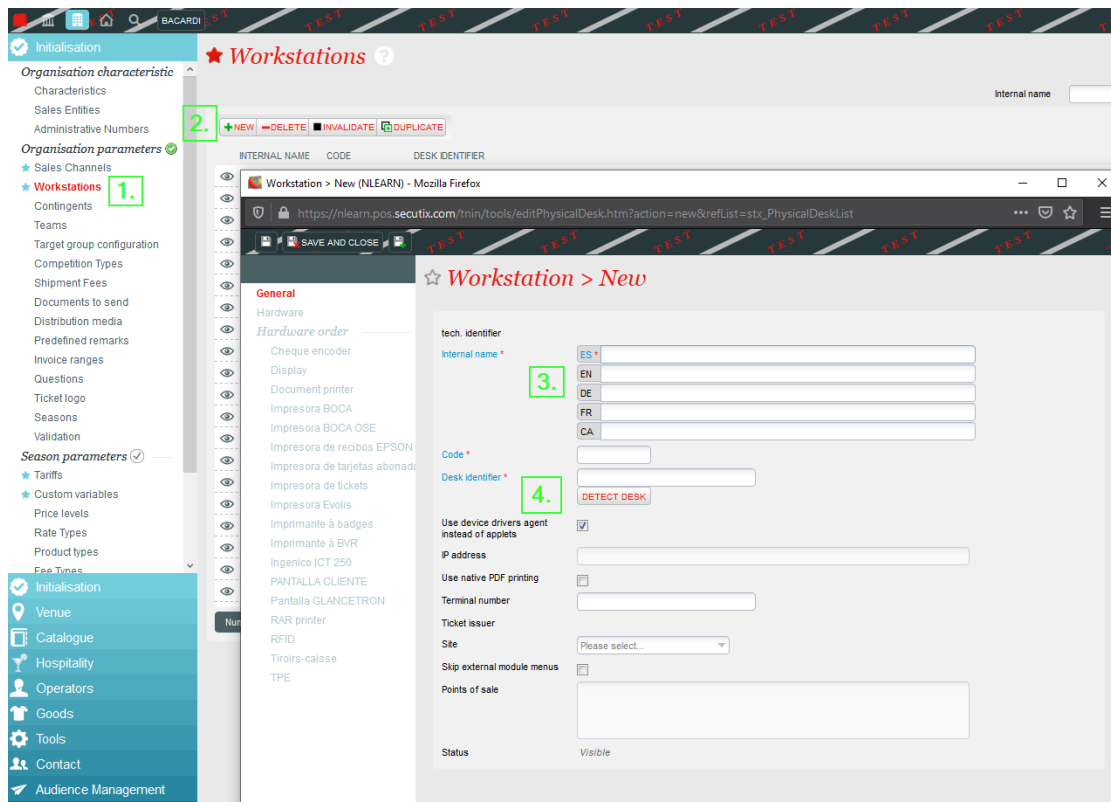
Besides, this initial set-up in the system is necessary to associate the workstation with a sales channel. Only after this step, the orange sales context will be displayed in SecuTix.



## Creating a workstation

Following SecuTix logic, a new element must be created in SecuTix to later associate it with another context.

Go to Organization > Organization Parameters > Workstations > New to register your computer in SecuTix.



Please enter a name and a code.

Important: Click on "Detect Desk". Administrator rights are required for this step. The name of the computer in Windows will be applied and the communication between your computer and SecuTix established.

Desk identifier \*

DETECT DESK

After creating your workstation, you can add hardware such as ticket printers, check encoders or payment terminals, among others.

## Associating a workstation with a sales channel

### Introduction

In order to visualise the sales context, you need to determine in which sales channel your workstation is.

A sales channel includes one or several points of sales (e.g.: Box Office 1 -3 in sales channel "Box Office").

A physical point of sales is associated with a workstation; a virtual sales channel (webshop) has a virtual point of sales and is not linked to any workstation.

A workstation can be associated with several points of sales belonging to different sales channels.

### Configuration

Go to Organization Sales Channels Points of sales and click on "New".

Initialisation

Organisation characteristic

Characteristics

Sales Entities

Administrative Numbers

Organisation parameters

Sales Channels

Workstations

Contingents

Teams

Target group configuration

Competition Types

Shipment Fees

Documents to send

Distribution media

Predefined remarks

Invoice ranges

Questions

Ticket logo

Seasons

Validation

Season parameters

Tariffs

Custom variables

Price levels

Rate Types

Initialisation

Venue

Catalogue

Hospitality

Operators

Goods

Tools

Contact

Audience Management

Sales Management

Access control

★ Sales Channels ?

ACTIVATE

SUSPEND

POINTS OF SALE

ORGANISATION

INTERNAL NAME

CODE

INTERNAL

TYPE

STATE

STATUS

Internal name

State

All

NEW

DELETE

INVALIDATE

ACTIVATE

SUSPEND

DUPLICATE

INTERNAL NAME

CODE

NO

WORKSTATION

STATE

STATUS

Point of sale > New (NLEARN) - Mozilla Firefox

SAVE AND CLOSE

Point of sale > New

General

Internet Access Rights

Currencies

Payment modes

Sales channel

State

Number

Internal name \*

Code \*

Workstation

Epc shop ID

URL

Backoffice

Suspended

ES

EN

DE

FR

CA

Please select...

Enter a name and a code and associate your computer with this point of sales.

Remember to add payment methods to your point of sales.

Lastly, activate your point of sales.

## Operator rights

Apart from configuring the workstation, the operator must be given the rights to access the sales module.

Operators

Profiles

Operators

Virtual operator profiles

Virtual operators

Initialisation

Venue

Catalogue

Hospitality

Operators

Goods

★ Operators

StatusAll

+NEW-DELETE▶RUN||SUSPEND■INACTIVATECHANGE PASSWORD

LAST NAMEFIRST NAMEINTERNAL EMAILLOGIN STATE

Operator > Isabel Escamilla (NLEARN) - Mozilla Firefox

https://nlearn.pos.secutix.com/tnop/operator/editOrgOperator.htm?refList=stx\_OperatorList&entid=642368080&rez

TEST

☆ Operator > Isabel Escamilla

General

Roles

Responsibility

Access control rights

+NEW-DELETE

CONTEXTPROFILESALES CHANNELEXCEPTIONSSTART DATEEND DATE

OrganisationAdministrateur organisme28/07/2016

Sales channelAll rightsTaquilla RMCFno

Role > New (NLEARN) - Mozilla Firefox

https://nlearn.pos.secutix.com/tnop/operator/editOrgOperatorRole.htm?parentId=642368080&action=new&refList=

TEST

Role > New

General

Privilege exceptions

Perimeter exceptions

Context \*Sales channel

Profile \*Please select...

Sales Channel \*Please select...

Start date

End date