Job Role & Permission Mapping

Tonic POS — V1 Reference Guide

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Prepared by the Tonic POS Product Team

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Permission Glossary — Front of House

Full reference of all 154 front-of-house (FOH) permission codes available in Tonic POS, in alphabetical order.

PERMISSION	DESCRIPTION
FOH ACTIVATE DEPOSIT MANUAL	Manually enter a customer to enter a deposit
FOH ADD BALANCE DEPOSITS	Add balance using a deposit to customer account
FOH ADD BALANCE GIFT CARD	Add balance to a gift card
FOH ADD TIP POOL	Add someone into the tip pool for the day
FOH ALLOW LOGIN WITHOUT CLOCKIN	Login to the system without clocking in
FOH APPLY PETTY CASH	Use the petty cash function
FOH ASSIGN CASH DRAWER	Assign yourself to cash drawer
FOH ASSIGN OTHERS TO CASH DRAWER	Assign another staff member to cash drawer
FOH CASH IN CASH DRAWER	Cash in a cash drawer
FOH CASH OUT CASH DRAWER	Cash out a cash drawer
FOH CASH OUT CASH DRAWER POSTPONE	Postpone a cash drawer cash out
FOH CASH OUT CASH DRAWER VIEW	View the report of a cash drawer cash out
FOH CASH OUT OTHERS	Complete the user cash out of other staff members
FOH CASH OUT POSTPONED CASH DRAWER	Cash out a postponed cash drawer
FOH CASH OUT TIP POOL	Cash out of a tip pool
FOH CASH OUT TIP POOL NO OPEN ORDERS	Cash out of tip pool only if they have no open order
FOH CASH OUT USER	Complete a user cash out
FOH CASH OUT USER NO OPEN ORDERS	Complete a user cash out only if they have no open orders
FOH CASH OUT USER VIEW	View the report of a user cash out
FOH CASH OUT USER VIEW NO OPEN ORDERS	View the user cash out report only if there are no open orders
FOH CLOCK IN IGNORE SCHEDULE	User can clock in without being on the schedule
FOH COMP DELIVERY CHARGE	Ability to apply a comp to a delivery charge
FOH COMP DEPOSIT	Apply a comp to a deposit
FOH COMP GIFT CARD	Apply comp balance to a gift card
FOH COMP SACOA SELECTION	Apply comp to sacoa item
FOH CUSTOMER ACCOUNT SET BILLABLE	Set a customer account to billable

PERMISSION	DESCRIPTION
FOH CUSTOMER ACCOUNT SET TRACK INFO	Input the track info for a customer
FOH CUSTOMER SETUP	Create a customer on the terminal
FOH DEASSIGN CASH DRAWER	Deassign themselves from cash drawer
FOH DEASSIGN OTHERS FROM CASH DRAWER	Deassign other staff from cash drawer
FOH DELIVERY DRIVER	Sets the staff member available for delivery driver
FOH ENABLE/DISABLE TERMINAL	Enable or disable a terminal on the terminal
FOH EXCEED TIP OUT PERCENTAGE	Exceed the tip out percentage in store settings
FOH EXIT APPLICATION	Allowed to exit Ordyx
FOH FORCE CLOCK_IN	Force clock in themselves or others without being on the schedule
FOH HANDLE AUTH REQUEST	Role will be able to receive email or text remote auth
FOH LOGIN AUTO QS	Role will automatically login to QS screen
FOH LOGIN INIT TABLE LAYOUT	Role will automatically login to table layout
FOH LOGOUT AFTER SEND	Automatically logout user after they press send on an order
FOH MAKE INTERIM DEPOSIT	Run an interim deposit on drawer
FOH MODIFY AVAILABILITY	Modify recipe availability on terminal
FOH MODIFY BAR CODE	Modify recipe barcode on terminal
FOH MODIFY CUSTOMER	Modify existing customer account
FOH MODIFY PRICING	Modify recipe pricing on terminal
FOH ORDER ASSIGN DRIVER	Assign a driver to an order
FOH ORDER CANCEL	Cancel an order being placed
FOH ORDER CLEAR	Allows iOS User to Cancel from and already placed order
FOH ORDER CLOSE	Close an order
FOH ORDER CLOSE STORE	Close and Open the store
FOH ORDER CLOSE WITH OVERAGE	Close with an overage on the drawer
FOH ORDER CURRENT TIP ADJUST	Tip adjust a payment after processed while in the order
FOH ORDER EXCEED TAB FUNDS THRESHOLD	Exceed tab funds when updating tab payment
FOH ORDER INCREMENT AUTH ONLY	Increment gratuity after authorization
FOH ORDER INCREMENT GRATUITY	Increment gratuity
FOH ORDER LIST PAY CASH	Pay cash for order
FOH ORDER MERGE	Merge orders together
FOH ORDER MOVE	Move orders on layout

PERMISSION	DESCRIPTION
FOH ORDER NEW ORDER	Create a new order
FOH ORDER NEW ORDER FOR OTHERS	Create a new order for another staff
FOH ORDER NEW PAYMENT TIP ADJUST	Tip adjust a payment before being processed
FOH ORDER NO SALE	No sale any cash drawer
FOH ORDER NO SALE WHEN ASSIGNED	No sale a cash drawer when assigned to it
FOH ORDER OVERRIDE NON COMPABLE	Override to comp an item set as non-compable in rules
FOH ORDER OVERRIDE NON DISCOUNTABLE	Override to discount an order set as non-discountable in rules
FOH ORDER PAY	Press Pay when in an order
FOH ORDER PAY BILL	Pay using Bill payment
FOH ORDER PAY BILL FORCE	Force a Bill payment
FOH ORDER PAY BILL WITHOUT CARD	Use Bill payment entering card number manually
FOH ORDER PAY CASH	Pay using Cash payment type
FOH ORDER PAY CHECK	Pay using Check payment type
FOH ORDER PAY COUPON	Pay using Coupon payment type
FOH ORDER PAY CREDIT	Pay using Credit Payment type
FOH ORDER PAY CREDIT FORCE	Force Credit payment
FOH ORDER PAY CREDIT MANUAL	Pay using Credit entering card information manually
FOH ORDER PAY DEBIT	Pay using Debit payment type
FOH ORDER PAY EXT CREDIT	Pay using Ext Credit payment type
FOH ORDER PAY EXT DEBIT	Pay using Debit payment type
FOH ORDER PAY EXT GIFT	Pay using Ext Gift payment type
FOH ORDER PAY GIFT	Pay using Gift payment type
FOH ORDER PAY ONLINE CREDIT	Pay using Online Credit payment type
FOH ORDER PAY OTHER	Pay using Other payment type
FOH ORDER PAY OVERRIDE BEFORE TAX ONLY	Overrides the Before Tax Only feature on the Store Settings > Payment Page
FOH ORDER PAY PLAY CARD	Pay using Sacoa Play Card payment type
FOH ORDER PAY ROOM CHARGE	Pay using Room Charge payment type
FOH ORDER PAY VOID	Void payments
FOH ORDER PAY VOID BILL	Void Bill payments

PERMISSION	DESCRIPTION
FOH ORDER PAY VOID CASH	Void Cash payments
FOH ORDER PAY VOID CHECK	Void Check Payments
FOH ORDER PAY VOID COUPON	Void Coupon payments
FOH ORDER PAY VOID CREDIT	Void Credit payments
FOH ORDER PAY VOID CREDIT AUTH ONLY	Void Credit after asking for authorization
FOH ORDER PAY VOID DEBIT	Void Debit payments
FOH ORDER PAY VOID EXT CREDIT	Void Ext Credit Payments
FOH ORDER PAY VOID EXT DEBIT	Void Ext Debit Payments
FOH ORDER PAY VOID EXT GIFT	Void Ext Gift payments
FOH ORDER PAY VOID GIFT	Void Gift Card Payments
FOH ORDER PAY VOID OTHER	Void Other Payments
FOH ORDER PAY VOID PLAY_CARD	Void Sacoa Play Card Payments
FOH ORDER PAY VOID ROOM CHARGE	Void Room Charge payments
FOH ORDER PRINT	Print an order receipt
FOH ORDER QS ADD TO ORDER	Add to a QS order after sent
FOH ORDER QUICK SALE	Use QS order type
FOH ORDER RE-OPEN ORDER	Re-open a closer order
FOH ORDER RE-OPEN PRINT	Re-print an existing order
FOH ORDER REDEEM LOYALTY POINTS	Redeem loyalty points on an item
FOH ORDER REFUND	Use Refund order type
FOH ORDER RENAME	Change the name of an order.
FOH ORDER SEE ALL AREA ORDERS	See all orders in your area
FOH ORDER SEE ALL ORDERS	See all orders in any area
FOH ORDER SELECTION ADD	Add an additional item to an order using + in selection screen
FOH ORDER SELECTION ADD TO SPLIT ORDER	Add items to a split order
FOH ORDER SELECTION COMMENTS	Create comment on an item in selection screen
FOH ORDER SELECTION COMPLIMENTARY	Apply a comp to an item in selection screen
FOH ORDER SELECTION DUPLICATE	Duplicate an item in selection screen
FOH ORDER SELECTION MODIFY	Modify an item from selection screen

PERMISSION	DESCRIPTION
FOH ORDER SELECTION PREPARATIONS	Apply preparations to an item in selection screen
FOH ORDER SELECTION PRICE MODIFY	Modify price of an item in selection screen
FOH ORDER SELECTION REMOVE	Void an item in selection screen
FOH ORDER SELECTION TAX EXEMPTION	Tax exempt an item in selection screen
FOH ORDER SPLIT	Split an order from tools
FOH ORDER TIP ADJUST	Tip adjust a payment after it is closed
FOH ORDER TRANSFER	Transfer order to another staff
FOH ORDER TRANSFER BY ATTENDANCE	Transfer order by showing a list of available staff
FOH OVERRIDE TIP PERCENTAGE THRESHOLD	Override the tip percentage threshold in store settings
FOH REPORT ON ANY START TIME	Generate FOH reports starting at any time
FOH REPORT PRINT PAYMENTS REPORT	Print the payment report on terminal
FOH REPORT PRINT SALES BY SERVER	Print sales by server report on terminal
FOH REPORT PRINT SALES STATUS	Print sales status report on terminal
FOH REPORT PRINT SERVER DETAILS	Print server details report on terminal
FOH REPORT PRINT TOTAL SALES	Print total sales report on terminal
FOH SACOA LEVEL 1-6	This payment option is a Play Card, unique integrated loyalty system where customers can achieve a special status level over time based on their gaming level. These permissions allow us to accept the Sacoa cards as payments at specified levels
FOH SAFE_ACCESS	Access the safe to make debit, credit or empty
FOH SAFE_VIEW	View the current total in the safe
FOH SNOOZE MESSAGE	Snooze a message on terminal
FOH SWITCH DEMO MODE	Switch a terminal for use in demo mode
FOH USER EXCEED MAX COMP	Allowed to exceed any max comp set for staff member
FOH USER ONE TOUCH LOGIN	Allows you to have users use fingerprint log-in feature
FOH USER REPORT TIPS	Report tips after clocking out
FOH USER SETUP	Allows you to setup new Customer Profiles on the Terminals
FOH VIEW ATTENDANCE	View current attendance on terminal
FOH VIEW HOSTESS GUIDE	View hostess guide on terminal
FOH VIEW PHONEBOOK	View phonebook on terminal

PERMISSION	DESCRIPTION
FOH VOID DELIVERY CHARGE	Void delivery charge in an order
FOH VOID DEPOSIT	Void a deposit
FOH VOID DEPOSIT NOT ENOUGH FUNDS AVAILABLE	Void deposit when not enough funds are available
FOH VOID GIFT CARD	Void a gift card
FOH VOID OVERAGE SELECTION	Void a charge that was overpay or to remove the item that was overage when the customer has a customer account.
FOH VOID PERCENTAGE SELECTION	Void a percentage that was charge on top of the order
FOH VOID ROUNDING SELECTION	Void the selection you round on the transaction
FOH VOID SACOA SELECTION	Void Sacoa Selection that is integrated with Ordyx
MAIN ONLINE ORDER USER	It is the user associate with the Online Order that was created.
MAIN STORE ADMIN CONTACT	Main store contact for the store. Other back office users cannot change their info or see salary
MAIN STORE LOGIN	Log in on terminal
MAIN WEBSITE LOGIN	Log into Back office

Permission Glossary — Back of House

Full reference of all 6 back-of-house (BOH) permission modules, grouped by function area.

BOH01 — Menu, Inventory & Scheduling

PERMISSION	DESCRIPTION
BOH01 MENU ADD INVENTORY CATEGORY	Add a new group for inventory items
BOH01 MENU ADD PURCHASE ORDER	Add a new purchase order
BOH01 MENU ADD VENDOR	Add a vendor for inventory
BOH01 MENU ADDL INGREDIENT ADD	Used with Inventory (Allows the customer to add an ingredient to a menu section just like you would sides)
BOH01 MENU ADDL INGREDIENT REMOVE	Used with Inventory (Allows the customer to remove an ingredient from a menu section just like you would sides)
BOH01 MENU COMBO ADD	Add a new combo
BOH01 MENU COMBO REMOVE	Remove a combo
BOH01 MENU INGREDIENT ADD	Add new ingredient
BOH01 MENU INGREDIENT REMOVE	Remove ingredient
BOH01 MENU MAIN ITEM ADD	Add Item to Menu
BOH01 MENU MAIN ITEM REMOVE	Remove Item from Menu
BOH01 MENU ADD	Add new main menu
BOH01 MENU REMOVE	Remove main menu
BOH01 MENU PREPARATION ADD	Add a preparation group to a recipe
BOH01 MENU PREPARATION CHARGE ADD	Add a preparation charge on a menu level
BOH01 MENU PREPARATION CHARGE REMOVE	Remove a preparation charge
BOH01 MENU PREPARATION GROUP ADD	Create a new preparation group
BOH01 MENU PREPARATION GROUP REMOVE	Delete a preparation group
BOH01 MENU PREPARATION REMOVE	Remove a preparation from a recipe
BOH01 MENU RECIPE ADD	Create a new recipe
BOH01 MENU RECIPE REMOVE	Delete a recipe
BOH01 MENU RECONCILE INVENTORY	Ability to reconcile inventory
BOH01 MENU REMOVE INVENTORY CATEGORY	Delete an inventory category

PERMISSION	DESCRIPTION
BOH01 MENU REMOVE PURCHASE ORDER	Delete a purchase order
BOH01 MENU REMOVE VENDOR	Delete an inventory vendor
BOH01 MENU SECTION ADD	Add a new section in a menu
BOH01 MENU SECTION REMOVE	Remove a section from a menu
BOH01 MENU SIDE ITEM ADD	Add a recipe as a side to a menu
BOH01 MENU SIDE ITEM REMOVE	Remove a side from a menu
BOH01 MENU SPECIAL ITEM ADD	NO LONGER IN USE (But still appears in the list)
BOH01 MENU SPECIAL ITEM REMOVE	NO LONGER IN USE (But still appears in the list)
BOH01 MENU VIEW	Be able to view the menu tab in Back Office
BOH01 SCHEDULE MODIFY	Ability to Modify Schedule
BOH01 SCHEDULE RECONCILE	Ability to reconcile shifts in the past
BOH01 SCHEDULE VIEW	View schedules
BOH01 VIEW INVENTORY	Ability to view Inventory tab

BOH02 — Store Setup

PERMISSION	DESCRIPTION
BOH02 ADD ALERT	Add alert to a staff member
BOH02 ADD RULE	Add a rule under menu tab
BOH02 QUICKBOOKS EXPORT	Ability to view Quickbooks Mapping
BOH02 REMOVE ALERT	Remove alert from staff member
BOH02 REMOVE RULE	Remove a rule applied to menus or recipes
BOH02 SETUP AREA ADD	Add an area to the store
BOH02 SETUP AREA REMOVE	Remove an area from the store
BOH02 SETUP BROADCAST MESSAGE ADD	Create a new broadcast message
BOH02 SETUP BROADCAST MESSAGE REMOVE	Remove an existing broadcast message
BOH02 SETUP CASH DRAWER ADD	Add a new cash drawer
BOH02 SETUP CASH DRAWER REMOVE	Remove an existing cash drawer
BOH02 SETUP COLORS MODIFY	Modify the colors of menu and order screen buttons
BOH02 SETUP COMBO GROUP ADD	Create a new combo group
BOH02 SETUP COMBO GROUP REMOVE	Remove an existing combo group

PERMISSION	DESCRIPTION
BOH02 SETUP COMP ADD	Create a new complimentary
BOH02 SETUP COMP REMOVE	Remove an existing complimentary
BOH02 SETUP CUSTOM MEASUREMENT UNIT ADD	Add a custom inventory measurement
BOH02 SETUP CUSTOM MEASUREMENT UNIT REMOVE	Remove a custom inventory measurement
BOH02 SETUP CUSTOM PAYMENT TYPE ADD	Add a custom payment type
BOH02 SETUP CUSTOM PAYMENT TYPE REMOVE	Remove a custom payment type
BOH02 SETUP DISCOUNT ADD	Create a new discount
BOH02 SETUP DISCOUNT REMOVE	Remove an existing discount
BOH02 SETUP KITCHEN DISPLAY ADD	Add a new kitchen display
BOH02 SETUP KITCHEN DISPLAY REMOVE	Remove an existing kitchen display
BOH02 SETUP MESSAGE ADD	Add a message for terminals
BOH02 SETUP MESSAGE REMOVE	Delete an existing message
BOH02 SETUP PERMISSION ADD	Add permissions to roles
BOH02 SETUP PERMISSION REMOVE	Remove permissions from roles
BOH02 SETUP PETTY CASH TYPE ADD	Add a new petty cash type
BOH02 SETUP PETTY CASH TYPE REMOVE	Delete an existing petty cash type
BOH02 SETUP PRINTER ADD	Add a printer under setup
BOH02 SETUP PRINTER REMOVE	Delete an existing printer under setup
BOH02 SETUP ROLE ADD	Create a new role
BOH02 SETUP ROLE MODIFY	Modify an existing role and assign it to staff
BOH02 SETUP ROLE REMOVE	Remove roles from staff members
BOH02 SETUP SAFE ADD	Add a safe in back office
BOH02 SETUP SAFE REMOVE	Remove a safe in back office
BOH02 SETUP SALES GROUP ADD	Create a new sales group
BOH02 SETUP SALES GROUP MODIFY	Modify and assign a sales group
BOH02 SETUP SALES GROUP REMOVE	Delete an existing sales group
BOH02 SETUP STAFF ADD	Add new staff members
BOH02 SETUP STAFF REMOVE	Remove existing staff members

PERMISSION	DESCRIPTION
BOH02 SETUP STORE MODIFY	Modify store information under setup
BOH02 SETUP TAX ADD	Add a new tax
BOH02 SETUP TAX REMOVE	Delete an existing tax
BOH02 SETUP TERMINAL ADD	Add a new terminal
BOH02 SETUP TERMINAL REMOVE	Delete an existing terminal
BOH02 SETUP VIEW	View the Setup tab

BOH03 — Reports

PERMISSION	DESCRIPTION
BOH03 REPORTS VIEW	View the Reports tab
BOH03 REPORTS VIEW ATTENDANCE	View Attendance reports
BOH03 REPORTS VIEW CASH MANAGEMENT	View Cash Management reports
BOH03 REPORTS VIEW CUSTOMERS	View Customer reports
BOH03 REPORTS VIEW DEPOSITS	View Deposit reports
BOH03 REPORTS VIEW ENTERPRISE	View Enterprise reports
BOH03 REPORTS VIEW GENERAL	View General reports
BOH03 REPORTS VIEW INVENTORY	View Inventory reports
BOH03 REPORTS VIEW SALES	View Sales reports
BOH03 REPORTS VIEW SECURITY	View Security reports
BOH03 REPORTS VIEW STATISTICS	View Statistics reports

BOH04 — Orders

PERMISSION	DESCRIPTION
BOH04 ORDER ADD	Add a new order
BOH04 ORDER DELETE	Delete an existing order
BOH04 ORDER EDIT	Edit an existing order
BOH04 ORDER REMOVE LOGS	Remove logs from an existing order
BOH04 ORDER VIEW	View existing order information

BOH05 — Customers & Loyalty

PERMISSION	DESCRIPTION
BOH05 ADD LOYALTY PROMOTION	Create a new loyalty promotion

PERMISSION	DESCRIPTION
BOH05 CUSTOMER ADD	Add a new customer
BOH05 CUSTOMER RECONCILE	Reconcile a customer account balance
BOH05 CUSTOMER REMOVE	Delete an existing customer
BOH05 CUSTOMERS VIEW	View Customers tab
BOH05 MODIFY CUSTOMER LOYALTY	Modify a customer’s loyalty balance
BOH05 MODIFY LOYALTY	Modify loyalty settings for the store
BOH05 REMOVE LOYALTY PROMOTION	Delete an existing loyalty promotion

BOH06 — Enterprise

PERMISSION	DESCRIPTION
BOH06 ENTERPRISE SYNCH	Synch between enterprise stores

Role-Based Permission Mapping

Standard permission set assigned to each staff role. Roles are listed alphabetically; permission codes are defined in the glossary sections above.

Auditor

Group: BOH • 17 assigned permissions

PERMISSION	DESCRIPTION
BOH01 MENU VIEW	Be able to view the menu tab in Back Office
BOH01 SCHEDULE VIEW	View schedules
BOH02 SETUP VIEW	View the Setup tab
BOH03 REPORTS VIEW	View the Reports tab
BOH03 REPORTS VIEW ATTENDANCE	View Attendance reports
BOH03 REPORTS VIEW CASH MANAGEMENT	View Cash Management reports
BOH03 REPORTS VIEW CUSTOMERS	View Customer reports
BOH03 REPORTS VIEW DEPOSITS	View Deposit reports
BOH03 REPORTS VIEW ENTERPRISE	View Enterprise reports
BOH03 REPORTS VIEW GENERAL	View General reports
BOH03 REPORTS VIEW INVENTORY	View Inventory reports
BOH03 REPORTS VIEW SALES	View Sales reports
BOH03 REPORTS VIEW SECURITY	View Security reports
BOH03 REPORTS VIEW STATISTICS	View Statistics reports
BOH04 ORDER VIEW	View existing order information
BOH05 CUSTOMERS VIEW	View Customers tab
MAIN WEBSITE LOGIN	Log into Back office

Back Office

Back Office Manager • Group: BOH • 113 assigned permissions

PERMISSION	DESCRIPTION
BOH01 MENU ADD INVENTORY CATEGORY	Add a new group for inventory items
BOH01 MENU ADD PURCHASE ORDER	Add a new purchase order
BOH01 MENU ADD VENDOR	Add a vendor for inventory

PERMISSION	DESCRIPTION
BOH01 MENU ADDL INGREDIENT ADD	Used with Inventory (Allows the customer to add an ingredient to a menu section just like you would sides)
BOH01 MENU ADDL INGREDIENT REMOVE	Used with Inventory (Allows the customer to remove an ingredient from a menu section just like you would sides)
BOH01 MENU COMBO ADD	Add a new combo
BOH01 MENU COMBO REMOVE	Remove a combo
BOH01 MENU INGREDIENT ADD	Add new ingredient
BOH01 MENU INGREDIENT REMOVE	Remove ingredient
BOH01 MENU ITEM ADD	Add Item to Menu
BOH01 MENU ITEM REMOVE	Remove Item from Menu
BOH01 MENU MAIN ITEM ADD	Add Item to Menu
BOH01 MENU MAIN ITEM REMOVE	Remove Item from Menu
BOH01 MENU ADD	Add new main menu
BOH01 MENU REMOVE	Remove main menu
BOH01 MENU MODIFIER ADD	Add new modifier
BOH01 MENU MODIFIER CHARGE ADD	Add a charge to a modifier
BOH01 MENU MODIFIER CHARGE REMOVE	Remove a modifier charge
BOH01 MENU MODIFIER GROUP ADD	Add a modifier group
BOH01 MENU MODIFIER GROUP REMOVE	Remove a modifiergroup
BOH01 MENU MODIFIER REMOVE	Remove a modifier
BOH01 MENU RECONCILE INVENTORY	Ability to reconcile inventory
BOH01 MENU REMOVE INVENTORY CATEGORY	Delete an inventory category
BOH01 MENU REMOVE PURCHASE ORDER	Delete a purchase order
BOH01 MENU REMOVE VENDOR	Delete an inventory vendor
BOH01 MENU SECTION ADD	Add a new section in a menu
BOH01 MENU SECTION REMOVE	Remove a section from a menu
BOH01 MENU SIDE ITEM ADD	Add a recipe as a side to a menu
BOH01 MENU SIDE ITEM REMOVE	Remove a side from a menu
BOH01 MENU SPECIAL ITEM ADD	NO LONGER IN USE (But still appears in the list)
BOH01 MENU SPECIAL ITEM REMOVE	NO LONGER IN USE (But still appears in the list)

PERMISSION	DESCRIPTION
BOH01 MENU VIEW	Be able to view the menu tab in Back Office
BOH01 SCHEDULE MODIFY	Ability to Modify Schedule
BOH01 SCHEDULE RECONCILE	Ability to reconcile shifts in the past
BOH01 SCHEDULE VIEW	View schedules
BOH01 VIEW INVENTORY	Ability to view Inventory tab
BOH02 ADD ALERT	Add alert to a staff member
BOH02 ADD RULE	Add a rule under menu tab
BOH02 QUICKBOOKS EXPORT	Ability to view Quickbooks Mapping
BOH02 REMOVE ALERT	Remove alert from staff member
BOH02 REMOVE RULE	Remove a rule applied to menus or recipes
BOH02 SETUP AREA ADD	Add an area to the store
BOH02 SETUP AREA REMOVE	Remove an area from the store
BOH02 SETUP BROADCAST MESSAGE ADD	Create a new broadcast message
BOH02 SETUP BROADCAST MESSAGE REMOVE	Remove an existing broadcast message
BOH02 SETUP CASH DISCOUNT	Setup a discount
BOH02 SETUP CASH DRAWER REMOVE	Remove an existing cash drawer
BOH02 SETUP CHARITY ADD	Setup a donation menu rule
BOH02 SETUP CHARITY REMOVE	Remove a donation menu rule
BOH02 SETUP COLORS MODIFY	Modify the colors of menu and order screen buttons
BOH02 SETUP COMBO GROUP ADD	Create a new combo group
BOH02 SETUP COMBO GROUP REMOVE	Remove an existing combo group
BOH02 SETUP COMP ADD	Create a new complimentary
BOH02 SETUP COMP REMOVE	Remove an existing complimentary
BOH02 SETUP CUSTOM MEASUREMENT UNIT ADD	Add a custom inventory measurement
BOH02 SETUP CUSTOM MEASUREMENT UNIT REMOVE	Remove a custom inventory measurement
BOH02 SETUP CUSTOM PAYMENT TYPE ADD	Add a custom payment type
BOH02 SETUP CUSTOM PAYMENT TYPE REMOVE	Remove a custom payment type
BOH02 SETUP DISCOUNT ADD	Create a new discount

PERMISSION	DESCRIPTION
BOH02 SETUP DISCOUNT REMOVE	Remove an existing discount
BOH02 SETUP EMV ADD	Manually add an EMV device
BOH02 SETUP EMV REMOVE	Remove an EMV device
BOH02 SETUP KITCHEN DISPLAY ADD	Add a new kitchen display
BOH02 SETUP KITCHEN DISPLAY REMOVE	Remove an existing kitchen display
BOH02 SETUP MESSAGE ADD	Add a message for terminals
BOH02 SETUP MESSAGE REMOVE	Delete an existing message
BOH02 SETUP MODIFY SETTINGS	Enable store settings access
BOH02 SETUP PERMISSION ADD	Add permissions to roles
BOH02 SETUP PERMISSION REMOVE	Remove permissions from roles
BOH02 SETUP PETTY CASH TYPE ADD	Add a new petty cash type
BOH02 SETUP PETTY CASH TYPE REMOVE	Delete an existing petty cash type
BOH02 SETUP PRINTER ADD	Add a printer under setup
BOH02 SETUP PRINTER REMOVE	Delete an existing printer under setup
BOH02 SETUP ROLE ADD	Create a new role
BOH02 SETUP ROLE MODIFY	Modify an existing role and assign it to staff
BOH02 SETUP ROLE REMOVE	Remove roles from staff members
BOH02 SETUP SAFE ADD	Add a safe in back office
BOH02 SETUP SAFE REMOVE	Remove a safe in back office
BOH02 SETUP SALES GROUP ADD	Create a new sales group
BOH02 SETUP SALES GROUP MODIFY	Modify and assign a sales group
BOH02 SETUP SALES GROUP REMOVE	Delete an existing sales group
BOH02 SETUP STAFF ADD	Add new staff members
BOH02 SETUP STAFF REMOVE	Remove existing staff members
BOH02 SETUP STORE MODIFY	Modify store information under setup
BOH02 SETUP TAX ADD	Add a new tax
BOH02 SETUP TAX REMOVE	Delete an existing tax
BOH02 SETUP TERMINAL REMOVE	Delete an existing terminal
BOH02 SETUP VIEW	View the Setup tab
BOH03 REPORTS VIEW	View the Reports tab
BOH03 REPORTS VIEW ATTENDANCE	View Attendance reports

PERMISSION	DESCRIPTION
BOH03 REPORTS VIEW CASH MANAGEMENT	View Cash Management reports
BOH03 REPORTS VIEW CUSTOMERS	View Customer reports
BOH03 REPORTS VIEW DEPOSITS	View Deposit reports
BOH03 REPORTS VIEW ENTERPRISE	View Enterprise reports
BOH03 REPORTS VIEW GENERAL	View General reports
BOH03 REPORTS VIEW INVENTORY	View Inventory reports
BOH03 REPORTS VIEW SALES	View Sales reports
BOH03 REPORTS VIEW SECURITY	View Security reports
BOH03 REPORTS VIEW STATISTICS	View Statistics reports
BOH04 ORDER ADD	Add a new order
BOH04 ORDER VIEW	View existing order information
BOH05 ADD LOYALTY PROMOTION	Create a new loyalty promotion
BOH05 CUSTOMER ADD	Add a new customer
BOH05 CUSTOMER RECONCILE	Reconcile a customer account balance
BOH05 CUSTOMER REMOVE	Delete an existing customer
BOH05 CUSTOMERS VIEW	View Customers tab
BOH05 MODIFY CUSTOMER LOYALTY	Modify a customer’s loyalty balance
BOH05 MODIFY LOYALTY	Modify loyalty settings for the store
BOH05 REMOVE LOYALTY PROMOTION	Delete an existing loyalty promotion
BOH06 ENTERPRISE SYNCH	Synch between enterprise stores
FOH ENABLE/DISABLE TERMINAL	Enable or disable a terminal on the terminal
FOH HANDLE AUTH REQUEST	Role will be able to receive email or text remote auth
MAIN WEBSITE LOGIN	Log into Back office

Bartender

Group: FOH • 53 assigned permissions

PERMISSION	DESCRIPTION
FOH ASSIGN CASH DRAWER	Assign yourself to cash drawer
FOH CASH IN CASH DRAWER	Cash in a cash drawer
FOH CASH OUT CASH DRAWER	Cash out a cash drawer
FOH CASH OUT CASH DRAWER POSTPONE	Postpone a cash drawer cash out

PERMISSION	DESCRIPTION
FOH CASH OUT CASH DRAWER VIEW	View the report of a cash drawer cash out
FOH CASH OUT USER NO OPEN ORDERS	Complete a user cash out only if they have no open orders
FOH CASH OUT USER VIEW	View the report of a user cash out
FOH CASH OUT USER VIEW NO OPEN ORDERS	View the user cash out report only if there are no open orders
FOH CUSTOMER SETUP	Create a customer on the terminal
FOH DEASSIGN CASH DRAWER	Deassign themselves from cash drawer
FOH EXCEED TIP OUT PERCENTAGE	Exceed the tip out percentage in store settings
FOH LOGIN AUTO QS	Role will automatically login to QS screen
FOH MAKE INTERIM DEPOSIT	Run an interim deposit on drawer
FOH MODIFY CUSTOMER	Modify existing customer account
FOH ORDER CANCEL	Cancel an order being placed
FOH ORDER CLEAR	Allows iOS User to Cancel from and already placed order
FOH ORDER CLOSE	Close an order
FOH ORDER CURRENT TIP ADJUST	Tip adjust a payment after processed while in the order
FOH ORDER INCREMENT GRATUITY	Increment gratuity
FOH ORDER LIST PAY CASH	Pay cash for order
FOH ORDER MERGE	Merge orders together
FOH ORDER MOVE ITEM	Access to move a menu item to another check
FOH ORDER NEW ORDER	Create a new order
FOH ORDER NEW PAYMENT TIP ADJUST	Tip adjust a payment before being processed
FOH ORDER NO SALE	No sale any cash drawer
FOH ORDER PAY	Press Pay when in an order
FOH ORDER PAY CASH	Pay using Cash payment type
FOH ORDER PAY CHECK	Pay using Check payment type
FOH ORDER PAY COUPON	Pay using Coupon payment type
FOH ORDER PAY CREDIT	Pay using Credit Payment type
FOH ORDER PAY CREDIT FORCE	Force Credit payment
FOH ORDER PAY CREDIT MANUAL	Pay using Credit entering card information manually
FOH ORDER PAY GC	Access to pay with 3rd party gift card
FOH ORDER PAY GIFT CARD	Allow to pay with Tonic gift card
FOH ORDER PAY GIFT CARD FORCE	—

PERMISSION	DESCRIPTION
FOH ORDER PRINT	Print an order receipt
FOH ORDER QS ADD TO ORDER	Add to a QS order after sent
FOH ORDER QUICK SALE	Use QS order type
FOH ORDER RE-PRINT	Access to reprint a kitchen check
FOH ORDER REDEEM LOYALTY POINTS	Redeem loyalty points on an item
FOH ORDER RENAME	Change the name of an order.
FOH ORDER SELECTION ADD	Add an additional item to an order using + in selection screen
FOH ORDER SELECTION ADD TO SPLIT ORDER	Add items to a split order
FOH ORDER SELECTION COMMENTS	Create comment on an item in selection screen
FOH ORDER SELECTION DUPLICATE	Duplicate an item in selection screen
FOH ORDER SELECTION MODIFIERS	Allow access to select modifier
FOH ORDER SELECTION MODIFY	Modify an item from selection screen
FOH ORDER SPLIT	Split an order from tools
FOH ORDER TIP ADJUST	Tip adjust a payment after it is closed
FOH REPORT PRINT SALES BY SERVER	Print sales by server report on terminal
FOH REPORT PRINT SERVER DETAILS	Print server details report on terminal
FOH USER REPORT TIPS	Report tips after clocking out
MAIN STORE LOGIN	Log in on terminal

Cashier

Group: FOH • 24 assigned permissions

PERMISSION	DESCRIPTION
FOH ADD BALANCE GIFT CARDS	Add balance to a 3rd party gift card
FOH CUSTOMER ACCOUNT SET TRACK INFO	Input the track info for a customer
FOH ORDER CANCEL	Cancel an order being placed
FOH ORDER CURRENT TIP ADJUST	Tip adjust a payment after processed while in the order
FOH ORDER MERGE	Merge orders together
FOH ORDER MOVE	Move orders on layout
FOH ORDER NO SALE	No sale any cash drawer
FOH ORDER PAY	Press Pay when in an order

PERMISSION	DESCRIPTION
FOH ORDER PAY CASH	Pay using Cash payment type
FOH ORDER PAY CHECK	Pay using Check payment type
FOH ORDER PAY COUPON	Pay using Coupon payment type
FOH ORDER PAY CREDIT	Pay using Credit Payment type
FOH ORDER PAY CREDIT MANUAL	Pay using Credit entering card information manually
FOH ORDER PAY DEBIT	Pay using Debit payment type
FOH ORDER PAY EXT GIFT	Pay using Ext Gift payment type
FOH ORDER PAY GC	Access to pay with 3rd party gift card
FOH ORDER PAY GIFT CARD	Allow to pay with Tonic gift card
FOH ORDER PAY VOID	Void payments
FOH ORDER RENAME	Change the name of an order.
FOH ORDER SELECTION COMPLIMENTARY	Apply a comp to an item in selection screen
FOH ORDER SPLIT	Split an order from tools
FOH ORDER TIP ADJUST	Tip adjust a payment after it is closed
FOH ORDER TRANSFER	Transfer order to another staff
MAIN STORE LOGIN	Log in on terminal

Delivery Driver

Group: FOH • 4 assigned permissions

PERMISSION	DESCRIPTION
FOH CASH OUT USER	Complete a user cash out
FOH DELIVERY DRIVER	Sets the staff member available for delivery driver
FOH ORDER ASSIGN DRIVER	Assign a driver to an order
MAIN STORE LOGIN	Log in on terminal

Dishwasher

Employee who can only clock-in and clock-out. • Group: Unassigned • 2 assigned permissions

PERMISSION	DESCRIPTION
FOH CUSTOMER ACCOUNT SET TRACK INFO	Input the track info for a customer
MAIN STORE LOGIN	Log in on terminal

Host-Hostess

Host/Hostess • Group: FOH • 4 assigned permissions

PERMISSION	DESCRIPTION
FOH ALLOW LOGIN WITHOUT CLOCKIN	Login to the system without clocking in
FOH LOGIN INIT TABLE LAYOUT	Role will automatically login to table layout
FOH VIEW HOSTESS GUIDE	View hostess guide on terminal
MAIN STORE LOGIN	Log in on terminal

Kitchen

Group: BOH • 2 assigned permissions

PERMISSION	DESCRIPTION
FOH REPORT PRINT SALES BY SERVER	Print sales by server report on terminal
MAIN STORE LOGIN	Log in on terminal

Server

Group: FOH • 32 assigned permissions

PERMISSION	DESCRIPTION
FOH CASH OUT USER NO OPEN ORDERS	Complete a user cash out only if they have no open orders
FOH CASH OUT USER VIEW	View the report of a user cash out
FOH CASH OUT USER VIEW NO OPEN ORDERS	View the user cash out report only if there are no open orders
FOH LOGIN INIT TABLE LAYOUT	Role will automatically login to table layout
FOH ORDER CANCEL	Cancel an order being placed
FOH ORDER CLOSE	Close an order
FOH ORDER CURRENT TIP ADJUST	Tip adjust a payment after processed while in the order
FOH ORDER MERGE	Merge orders together
FOH ORDER MOVE	Move orders on layout
FOH ORDER MOVE ITEM	Access to move a menu item to another check
FOH ORDER NEW ORDER	Create a new order
FOH ORDER PAY	Press Pay when in an order
FOH ORDER PAY CASH	Pay using Cash payment type
FOH ORDER PAY CHECK	Pay using Check payment type

PERMISSION	DESCRIPTION
FOH ORDER PAY COUPON	Pay using Coupon payment type
FOH ORDER PAY CREDIT	Pay using Credit Payment type
FOH ORDER PAY CREDIT MANUAL	Pay using Credit entering card information manually
FOH ORDER PAY GIFT CARD	Allow to pay with Tonic gift card
FOH ORDER PRINT	Print an order receipt
FOH ORDER QUICK SALE	Use QS order type
FOH ORDER RE-PRINT	Access to reprint a kitchen check
FOH ORDER SELECTION ADD	Add an additional item to an order using + in selection screen
FOH ORDER SELECTION ADD TO SPLIT ORDER	Add items to a split order
FOH ORDER SELECTION COMMENTS	Create comment on an item in selection screen
FOH ORDER SELECTION DUPLICATE	Duplicate an item in selection screen
FOH ORDER SELECTION MODIFIERS	Allow access to select modifier
FOH ORDER SELECTION MODIFY	Modify an item from selection screen
FOH ORDER SPLIT	Split an order from tools
FOH ORDER TIP ADJUST	Tip adjust a payment after it is closed
FOH REPORT PRINT SERVER DETAILS	Print server details report on terminal
FOH USER REPORT TIPS	Report tips after clocking out
MAIN STORE LOGIN	Log in on terminal

Store Manager

Manager FOH • Group: FOH • 105 assigned permissions

PERMISSION	DESCRIPTION
BOH01 SCHEDULE RECONCILE	Ability to reconcile shifts in the past
BOH02 SETUP SAFE ADD	Add a safe in back office
BOH02 SETUP SAFE REMOVE	Remove a safe in back office
BOH02 SETUP TERMINAL REMOVE	Delete an existing terminal
FOH ACTIVATE GIFT CARD MANUAL	Manually activate a Tonic Gift Card
FOH ADD BALANCE GC	Add a 3rd party gift card
FOH ADD BALANCE GIFT CARDS	Add balance to a 3rd party gift card
FOH ALLOW LOGIN WITHOUT CLOCKIN	Login to the system without clocking in
FOH APPLY PETTY CASH	Use the petty cash function

PERMISSION	DESCRIPTION
FOH ASSIGN CASH DRAWER	Assign yourself to cash drawer
FOH ASSIGN OTHERS TO CASH DRAWER	Assign another staff member to cash drawer
FOH CASH IN CASH DRAWER	Cash in a cash drawer
FOH CASH OUT CASH DRAWER	Cash out a cash drawer
FOH CASH OUT CASH DRAWER POSTPONE	Postpone a cash drawer cash out
FOH CASH OUT CASH DRAWER VIEW	View the report of a cash drawer cash out
FOH CASH OUT OTHERS	Complete the user cash out of other staff members
FOH CASH OUT POSTPONED CASH DRAWER	Cash out a postponed cash drawer
FOH CASH OUT USER NO OPEN ORDERS	Complete a user cash out only if they have no open orders
FOH CASH OUT USER VIEW	View the report of a user cash out
FOH COMP DELIVERY CHARGE	Ability to apply a comp to a delivery charge
FOH COMP GC	Allow comp access for 3rd party gift card
FOH COMP GIFT CARD DEPOSIT	Allow comp access for Tonic Gift card
FOH CUSTOMER ACCOUNT SET BILLABLE	Set a customer account to billable
FOH CUSTOMER ACCOUNT SET TRACK INFO	Input the track info for a customer
FOH CUSTOMER SETUP	Create a customer on the terminal
FOH DEASSIGN CASH DRAWER	Deassign themselves from cash drawer
FOH DEASSIGN OTHERS FROM CASH DRAWER	Deassign other staff from cash drawer
FOH ENABLE/DISABLE TERMINAL	Enable or disable a terminal on the terminal
FOH EXCEED TIP OUT PERCENTAGE	Exceed the tip out percentage in store settings
FOH EXIT APPLICATION	Allowed to exit Ordyx
FOH FORCE CLOCK_IN	Force clock in themselves or others without being on the schedule
FOH HANDLE AUTH REQUEST	Role will be able to receive email or text remote auth
FOH MAKE INTERIM DEPOSIT	Run an interim deposit on drawer
FOH MODIFY AVAILABILITY	Modify recipe availability on terminal
FOH MODIFY BAR CODE	Modify recipe barcode on terminal
FOH MODIFY CUSTOMER	Modify existing customer account
FOH MODIFY PRICING	Modify recipe pricing on terminal
FOH ORDER ASSIGN DRIVER	Assign a driver to an order

PERMISSION	DESCRIPTION
FOH ORDER CANCEL	Cancel an order being placed
FOH ORDER CLOSE	Close an order
FOH ORDER CLOSE STORE	Close and Open the store
FOH ORDER CURRENT TIP ADJUST	Tip adjust a payment after processed while in the order
FOH ORDER INCREMENT GRATUITY	Increment gratuity
FOH ORDER LIST PAY CASH	Pay cash for order
FOH ORDER MERGE	Merge orders together
FOH ORDER MOVE	Move orders on layout
FOH ORDER NEW ORDER	Create a new order
FOH ORDER NO SALE	No sale any cash drawer
FOH ORDER PAY	Press Pay when in an order
FOH ORDER PAY CASH	Pay using Cash payment type
FOH ORDER PAY CHECK	Pay using Check payment type
FOH ORDER PAY COUPON	Pay using Coupon payment type
FOH ORDER PAY CREDIT	Pay using Credit Payment type
FOH ORDER PAY CREDIT FORCE	Force Credit payment
FOH ORDER PAY CREDIT MANUAL	Pay using Credit entering card information manually
FOH ORDER PAY DEBIT	Pay using Debit payment type
FOH ORDER PAY EXT CREDIT	Pay using Ext Credit payment type
FOH ORDER PAY EXT GIFT	Pay using Ext Gift payment type
FOH ORDER PAY GC	Access to pay with 3rd party gift card
FOH ORDER PAY GIFT CARD	Allow to pay with Tonic gift card
FOH ORDER PAY GIFT CARD WITHOUT CARD	Allow manual entry of Tonic gift card
FOH ORDER PAY OTHER	Pay using Other payment type
FOH ORDER PAY ROOM CHARGE	Pay using Room Charge payment type
FOH ORDER PAY VOID	Void payments
FOH ORDER PAY VOID ROOM CHARGE	Void Room Charge payments
FOH ORDER PRINT	Print an order receipt
FOH ORDER QUICK SALE	Use QS order type
FOH ORDER RE-OPEN ORDER	Re-open a closer order
FOH ORDER RE-PRINT	Access to reprint a kitchen check

PERMISSION	DESCRIPTION
FOH ORDER REDEEM LOYALTY POINTS	Redeem loyalty points on an item
FOH ORDER REFUND	Use Refund order type
FOH ORDER RENAME	Change the name of an order.
FOH ORDER SEE ALL ORDERS	See all orders in any area
FOH ORDER SELECTION ADD	Add an additional item to an order using + in selection screen
FOH ORDER SELECTION ADD TO SPLIT ORDER	Add items to a split order
FOH ORDER SELECTION COMMENTS	Create comment on an item in selection screen
FOH ORDER SELECTION COMPLIMENTARY	Apply a comp to an item in selection screen
FOH ORDER SELECTION DUPLICATE	Duplicate an item in selection screen
FOH ORDER SELECTION MODIFIERS	Allow access to select modifier
FOH ORDER SELECTION MODIFY	Modify an item from selection screen
FOH ORDER SELECTION PRICE MODIFY	Modify price of an item in selection screen
FOH ORDER SELECTION REMOVE	Void an item in selection screen
FOH ORDER SELECTION TAX EXEMPTION	Tax exempt an item in selection screen
FOH ORDER SPLIT	Split an order from tools
FOH ORDER TIP ADJUST	Tip adjust a payment after it is closed
FOH ORDER TRANSFER	Transfer order to another staff
FOH ORDER TRANSFER BY ATTENDANCE	Transfer order by showing a list of available staff
FOH OVERRIDE TIP PERCENTAGE THRESHOLD	Override the tip percentage threshold in store settings
FOH REPORT ON ANY START TIME	Generate FOH reports starting at any time
FOH REPORT PRINT PAYMENTS REPORT	Print the payment report on terminal
FOH REPORT PRINT SALES BY SERVER	Print sales by server report on terminal
FOH REPORT PRINT SALES STATUS	Print sales status report on terminal
FOH REPORT PRINT SERVER DETAILS	Print server details report on terminal
FOH REPORT PRINT TOTAL SALES	Print total sales report on terminal
FOH SAFE_ACCESS	Access the safe to make debit, credit or empty
FOH SAFE_VIEW	View the current total in the safe

PERMISSION	DESCRIPTION
FOH SNOOZE MESSAGE	Snooze a message on terminal
FOH SWITCH DEMO MODE	Switch a terminal for use in demo mode
FOH USER REPORT TIPS	Report tips after clocking out
FOH USER SETUP	Allows you to setup new Customer Profiles on the Terminals
FOH VIEW ATTENDANCE	View current attendance on terminal
FOH VOID DELIVERY CHARGE	Void delivery charge in an order
FOH VOID GIFT CARD DEPOSIT	Access to void a Tonic gift card deposit
FOH VOID GIFT CARD DEPOSIT NOT ENOUGH FUNDS AVAILABLE	Access to void a Tonic gift card deposit not enough funds
MAIN STORE LOGIN	Log in on terminal