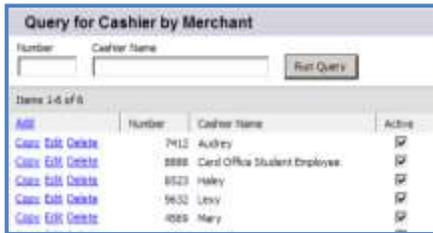


# Cashiers

The employees that process transactions or events on your point of sale device are called Cashiers in the Blackboard Transaction System application (BbTS). To see a list of cashiers that are set up for your merchant, log in to BbTS and make sure that your merchant is selected in the upper right corner. Click “Query for” below Cashier.



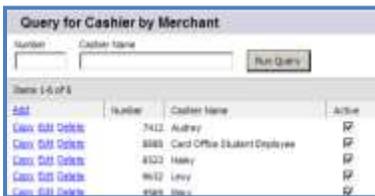
From this screen you can add or update cashiers. To update an existing cashier, click “edit” next to the appropriate person.



From there you can change or revoke privileges and reset the PIN for the individual.



To copy the access from one cashier (or template) to a new cashier, click “Copy” next to the cashier to be copied.



Enter the cashier name, number and PIN.

