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Category	BOS General
Course	Security
Version	1.0
Client	Generic
Software	2.14.100

HOS/BOS Login and Navigation

Your login to the Back Office System (BOS) controls the functions that you have access to view and or perform.

Procedure to Log into the SUREfire application

Hints and Tips

- ✓ Your business may use generic logins or user specific logins.
- ✓ Passwords do not expire.
- ✓ Contact SUREfire Support if your business would like to create or edit the user permissions.
- ✓ For security reasons, always **log out** of SUREfire when you've finished using it.
- ✓ Don't shut down the computer at the end of each day, only log out and turn off the monitor screen. There are automatic scheduled system tasks that run overnight.
- ✓ The status bar at the bottom of the screen displays:
 - messages about system tasks performed; e.g. when you click **Update** to send a price or operator to the POS.
 - the username of the current user logged in
 - the version of SUREfire installed.

<p>1. Your business may access the BOS application via one for the following methods from the computer desktop screen:</p> <ul style="list-style-type: none"> • Double-click the SUREfireBOS (or HOS) folder, then select SUREfire BOS OR • Double-click the SUREfire BOS shortcut on the desktop or in the menu bar OR • From the Start menu, click SUREfire BOS. 	
<p>2. Type your User Name and Password. *The password is case-sensitive.*</p>	
<p>3. Click OK. *The application opens; the function icons displayed in the ribbon bar are determined by your user permissions.* *The icons are short-cuts to the main functions; you can also access them from the toolbar menus.*</p>	

Procedure to Log out of the SUREfire application

<p>1.</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">To:</td> <td>then:</td> </tr> <tr> <td>change users</td> <td>click the System menu -> Log on or Log-off. *The login prompt is displayed.*</td> </tr> <tr> <td>exit to the desktop</td> <td>either: <ul style="list-style-type: none"> • click the [x] icon located at the top right-hand side of the screen OR • click the System menu -> Exit. </td> </tr> </table>	To:	then:	change users	click the System menu -> Log on or Log-off . *The login prompt is displayed.*	exit to the desktop	either: <ul style="list-style-type: none"> • click the [x] icon located at the top right-hand side of the screen OR • click the System menu -> Exit. 	
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