



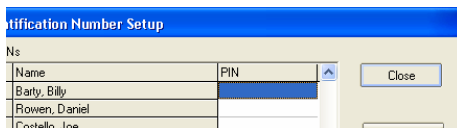
## Point of Success Employee Cards

### What is an Employee Card?

An employee card looks like a credit card – rectangular plastic with a magnetic stripe on the back. Each card is numbered on the front to help identify the card; no two cards will have the same number. The front card number is used to identify which card is issued to an employee. On the magnetic stripe on the back of the card is encoded a ten character number that is never the same on any two cards. This number on the magnetic stripe is not the same number printed on the front of the card and is used as an employee's PIN.

### Setting up Employee PIN Codes

An employee must first be set up before a PIN code can be assigned. After setting up an employee, go to the *Tools* center and click the link to set up [Personal Identification Numbers](#) (PINs) for employees. Find an employee on the list, then click in the PIN column. Swipe the card and the number encoded on the card's magnetic stripe will be entered into the PIN code field.



### Hardware Requirements

A magnetic stripe reader must be installed on each computer on which you want to use employee cards, including the manager's workstation. Any magnetic stripe reader that will read track two is acceptable.

### Using an Employee Card

Swipe an employee card to enter a PIN code any time one of these windows is displayed:

In the *Office Manager* program:



Or the *Order Entry* program:

