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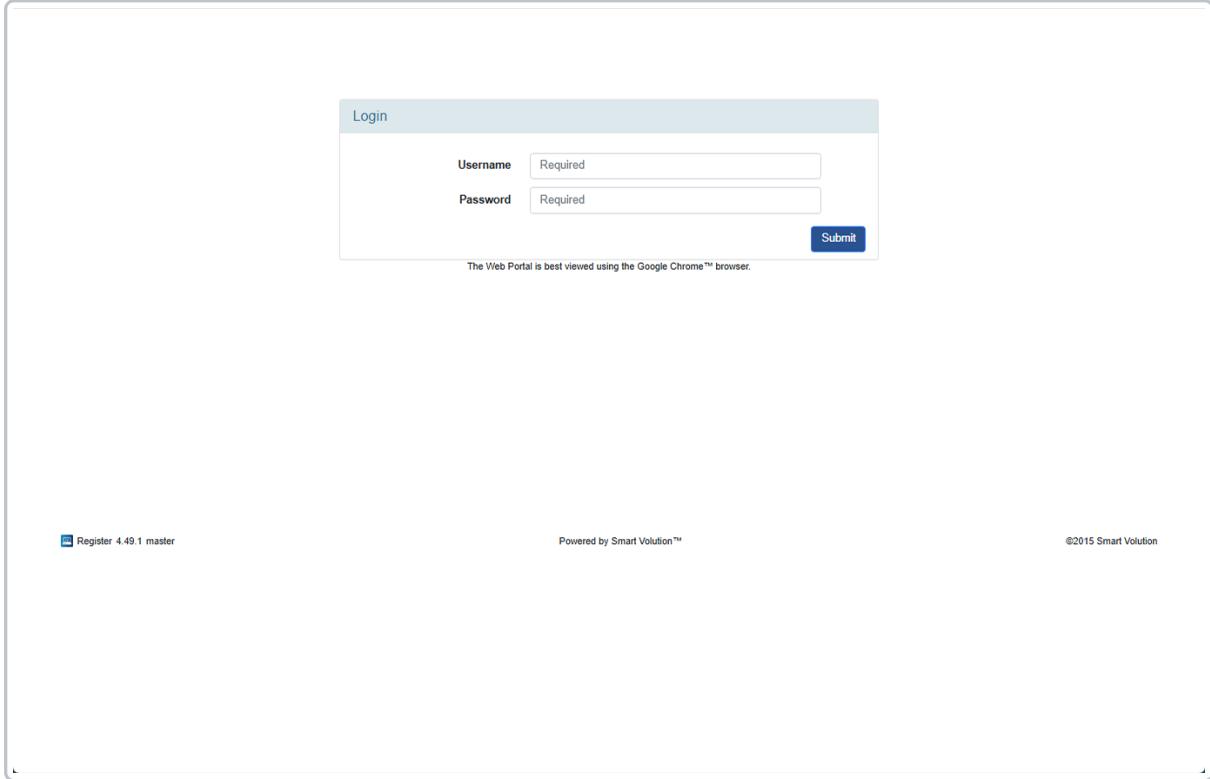
How to change who has access to Reports on the device

Last Modified on 07/07/2025 1:53 pm BST

By default, **all POS users** can access the **Reports** section from the Menu. If you wish to restrict or control access, follow the steps below.

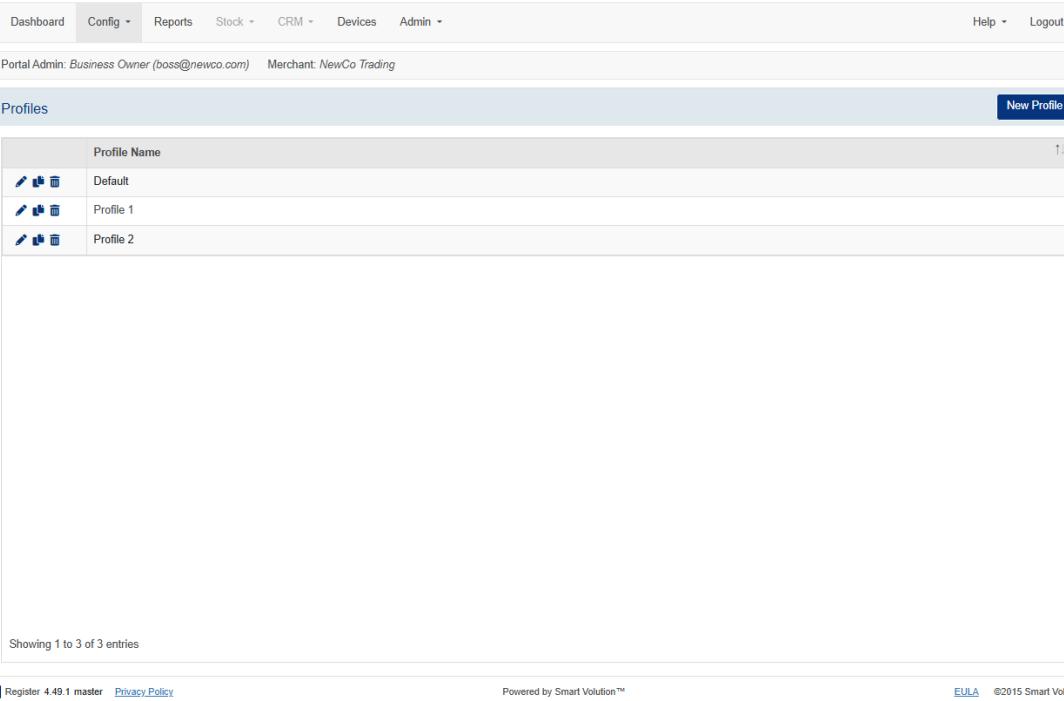
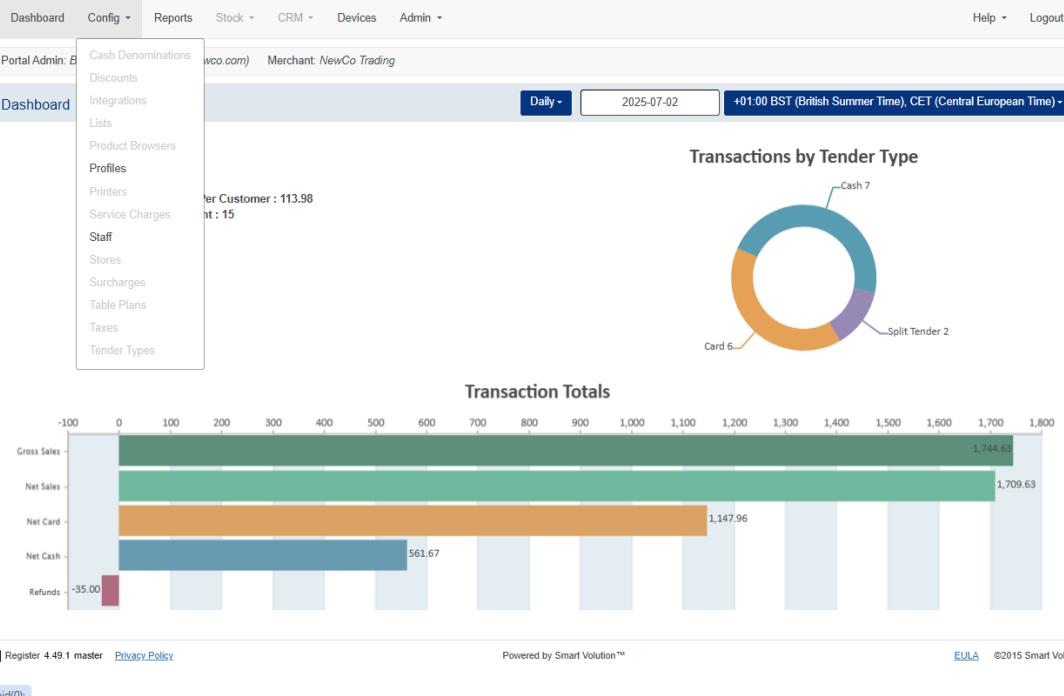
2 Change Report Access Settings via the Web Portal:

1. Log in to the **Web Portal** using the credentials provided by your **Solution Provider**.



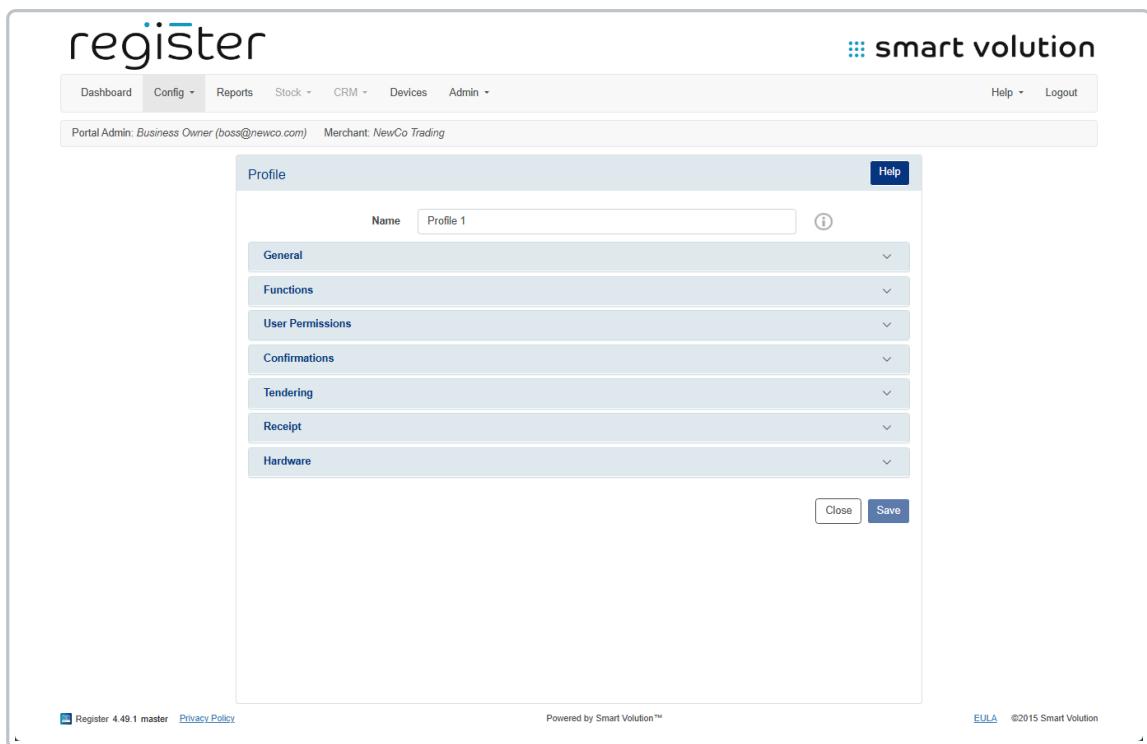
The screenshot shows the Smart Volution Web Portal login interface. The page has a light blue header with the Smart Volution logo. Below the header is a 'Login' form with two input fields: 'Username' and 'Password', both of which are marked as 'Required'. A 'Submit' button is located at the bottom right of the form. Below the form, a note states: 'The Web Portal is best viewed using the Google Chrome™ browser.' At the bottom of the page, there are three links: 'Register 4.49.1 master', 'Powered by Smart Volution™', and '©2015 Smart Volution'.

2. From the top menu, click **Config**, then select **Profiles** in the submenu.

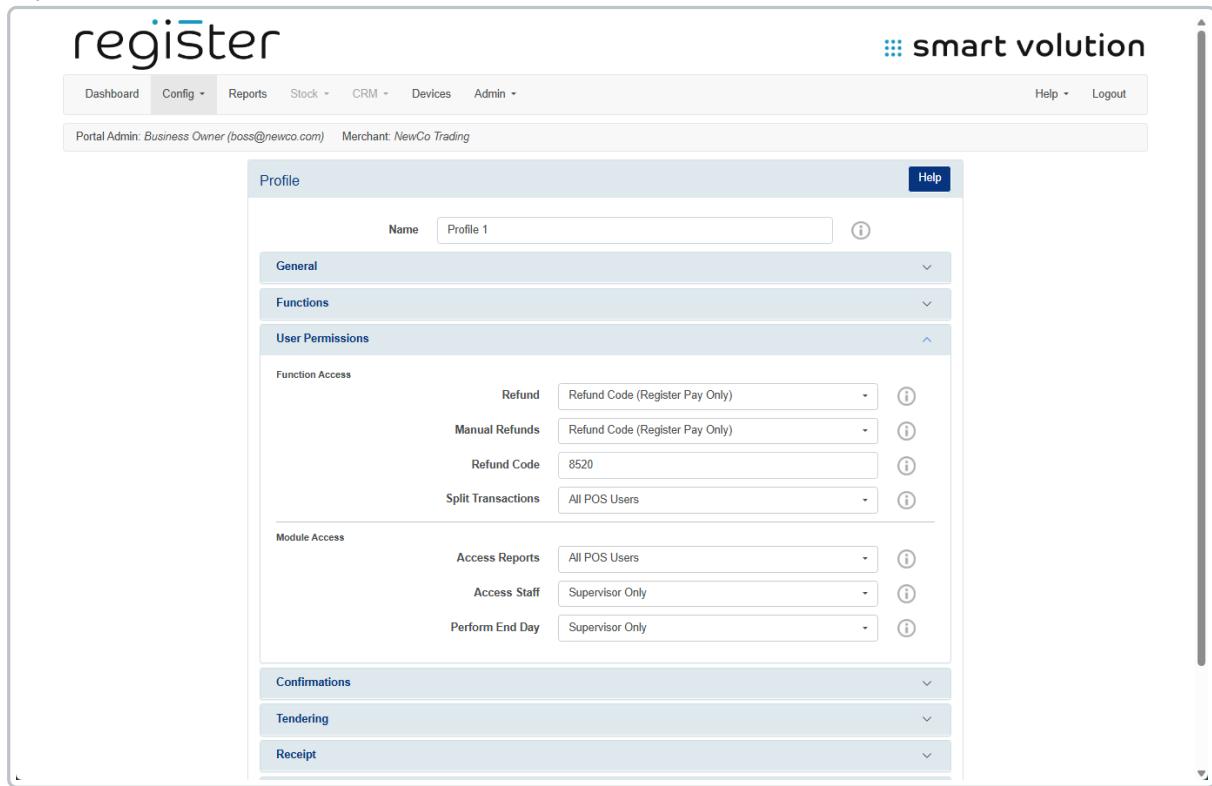


3. Locate the Profile assigned to your device, then click the **Edit ()** icon.

- You can verify which Profile is assigned by checking the **Devices** tab.



4. Expand the **User Permissions** section.



5. Find the **Access Reports** setting and select your preferred option from the dropdown:

- **All POS Users** – All staff can access reports.
- **Disabled** – Hides the Reports option entirely.
- **Supervisor Approval** – Prompts for a supervisor code before allowing access.

- **Supervisor Only** – Restricts access to supervisors exclusively.
6. Click **Save** at the bottom of the page.

2 Apply Settings to the Device:

7. On your device's **login screen**, tap **Update Data** (top right corner) to sync and apply the updated configuration.

