

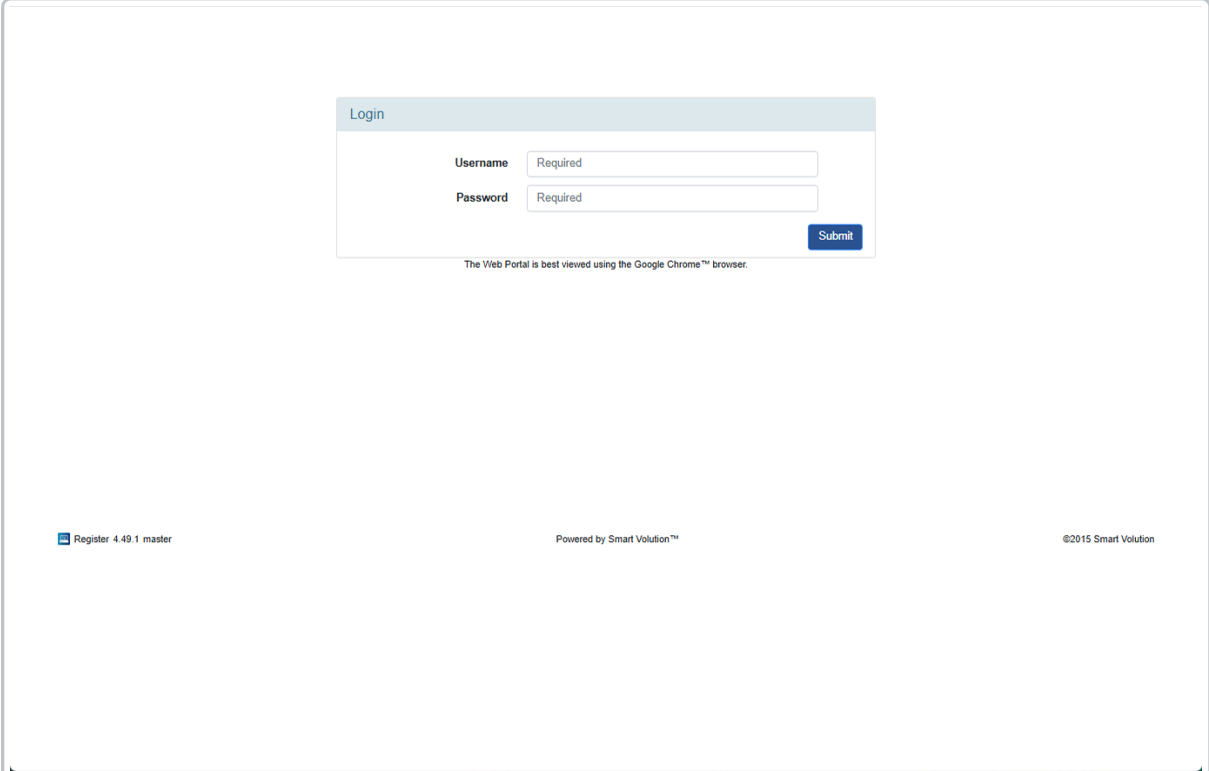
? How to change who has access to Reports on the device

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.

? Change Report Access Settings via the Web Portal:

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

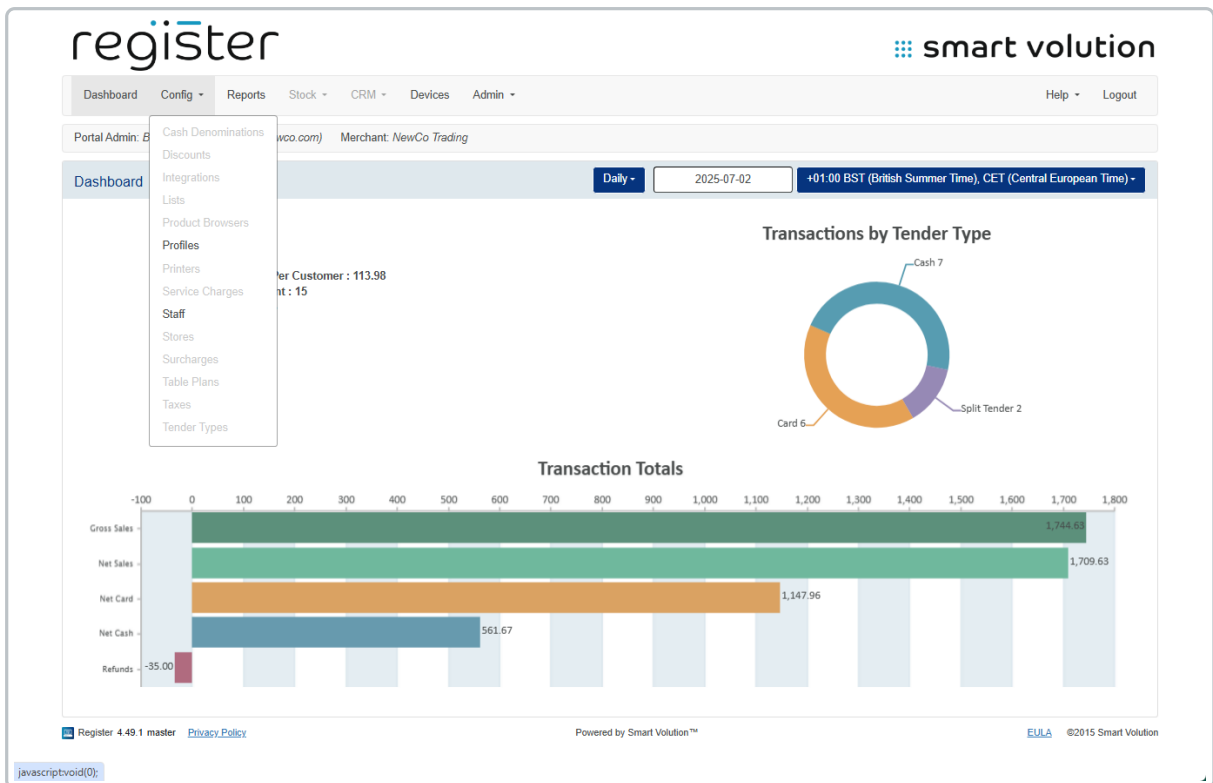


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2. From the top menu, click **Config**, then select **Profiles** in the submenu.



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Dashboard Config Reports Stock CRM Devices Admin Help Logout

Portal Admin: Business Owner (boss@newco.com) Merchant: NewCo Trading

Profiles

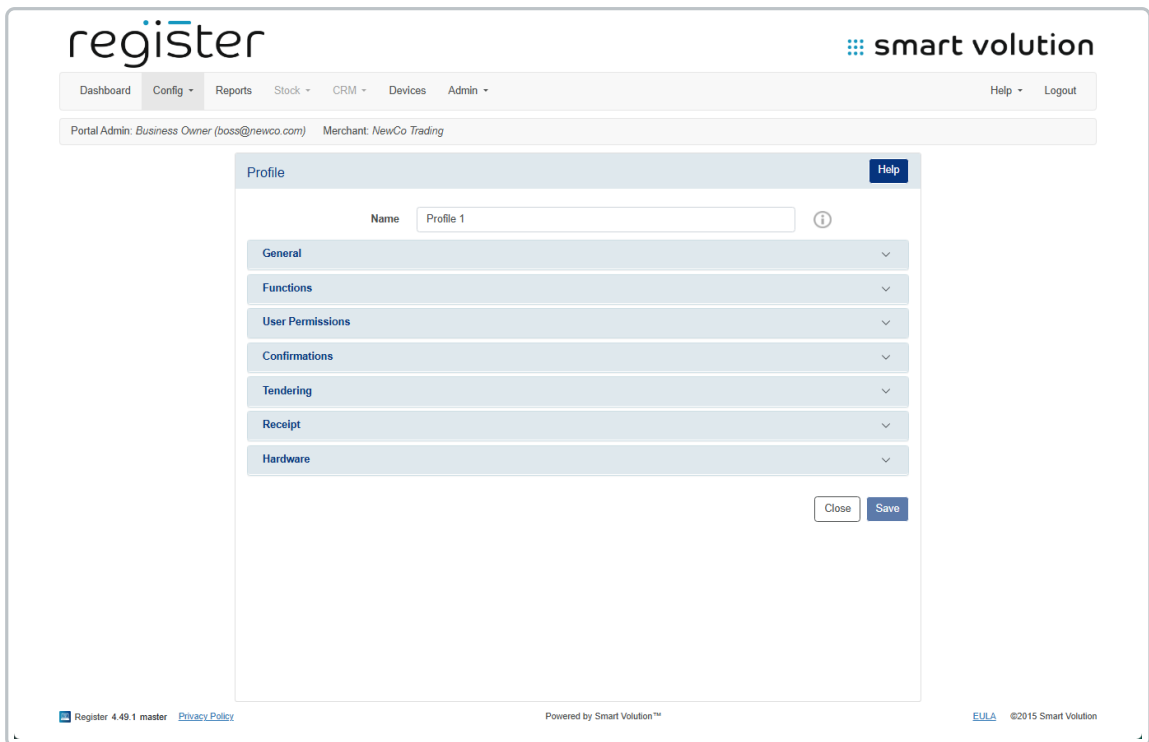
New Profile

Profile Name	↑
Default	
Profile 1	
Profile 2	

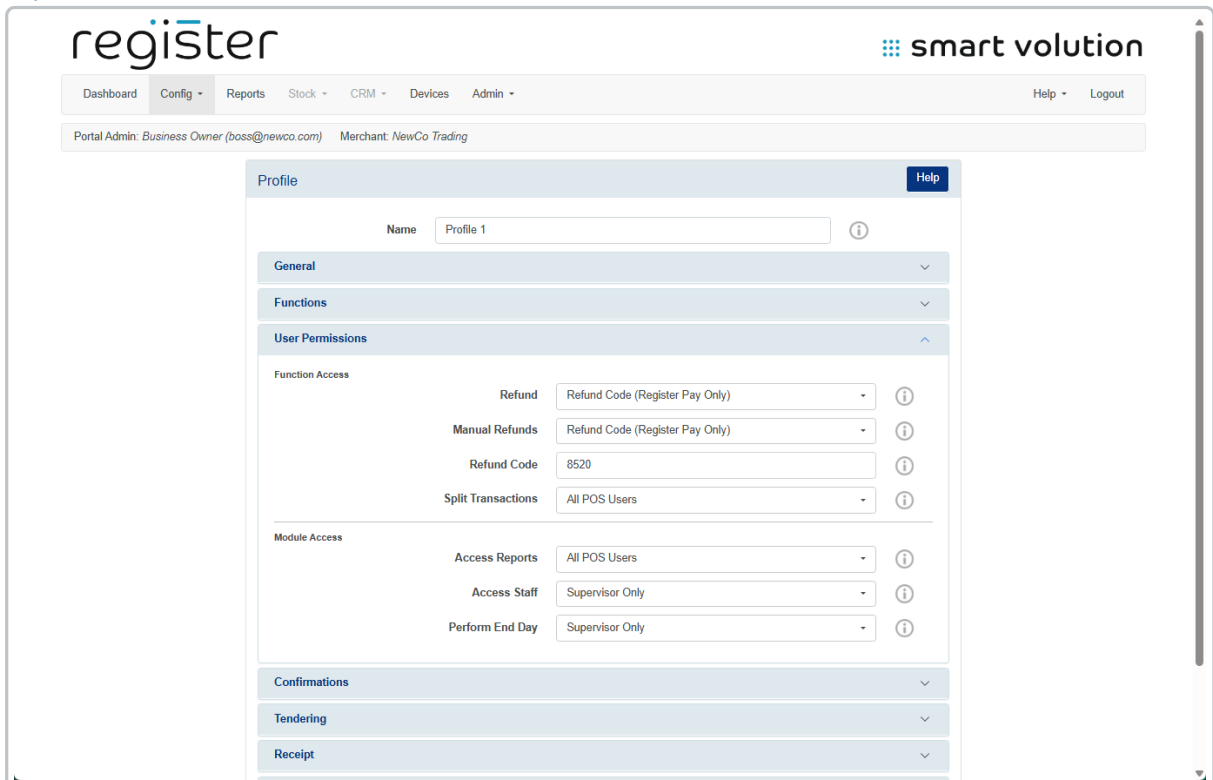
Showing 1 to 3 of 3 entries

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- 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.

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.

