⍰ How to change who has access to End of Day (Z Report)

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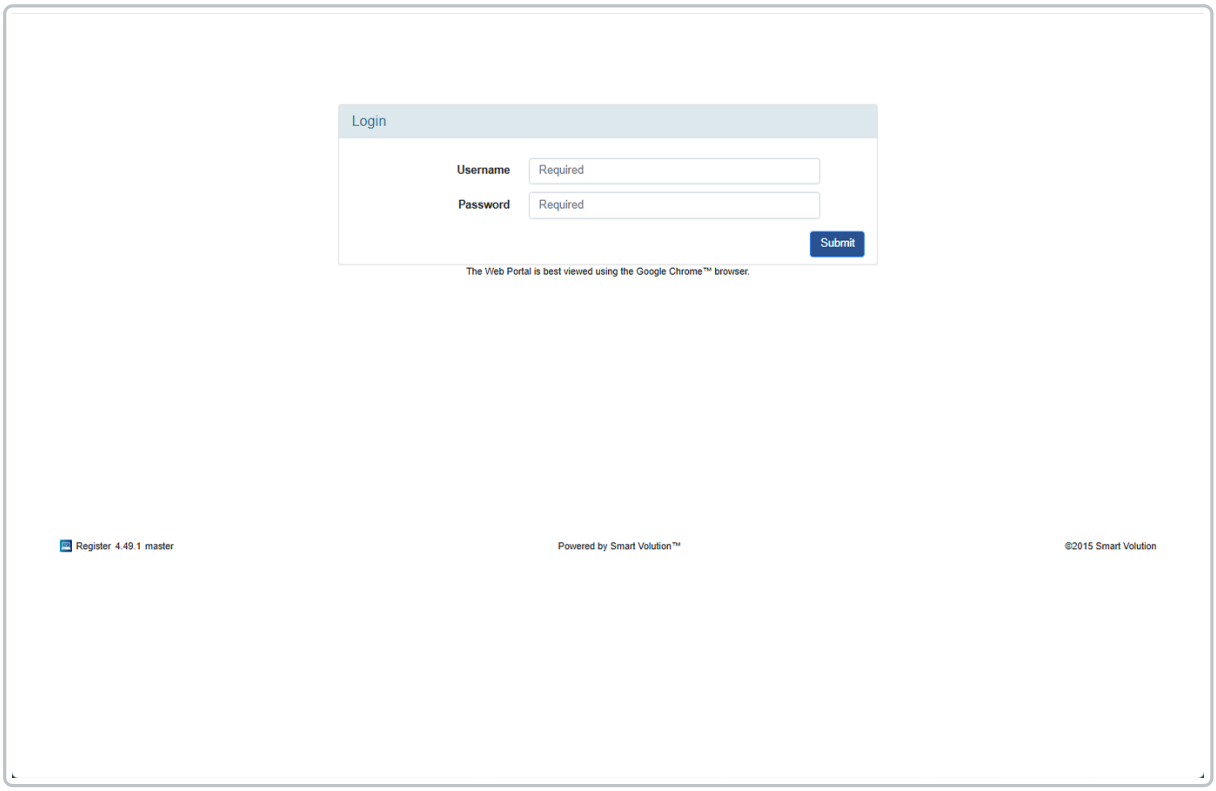
By default, only **Supervisor** users have permission to carry out the **End of Day (Z Report)** function from the Menu.

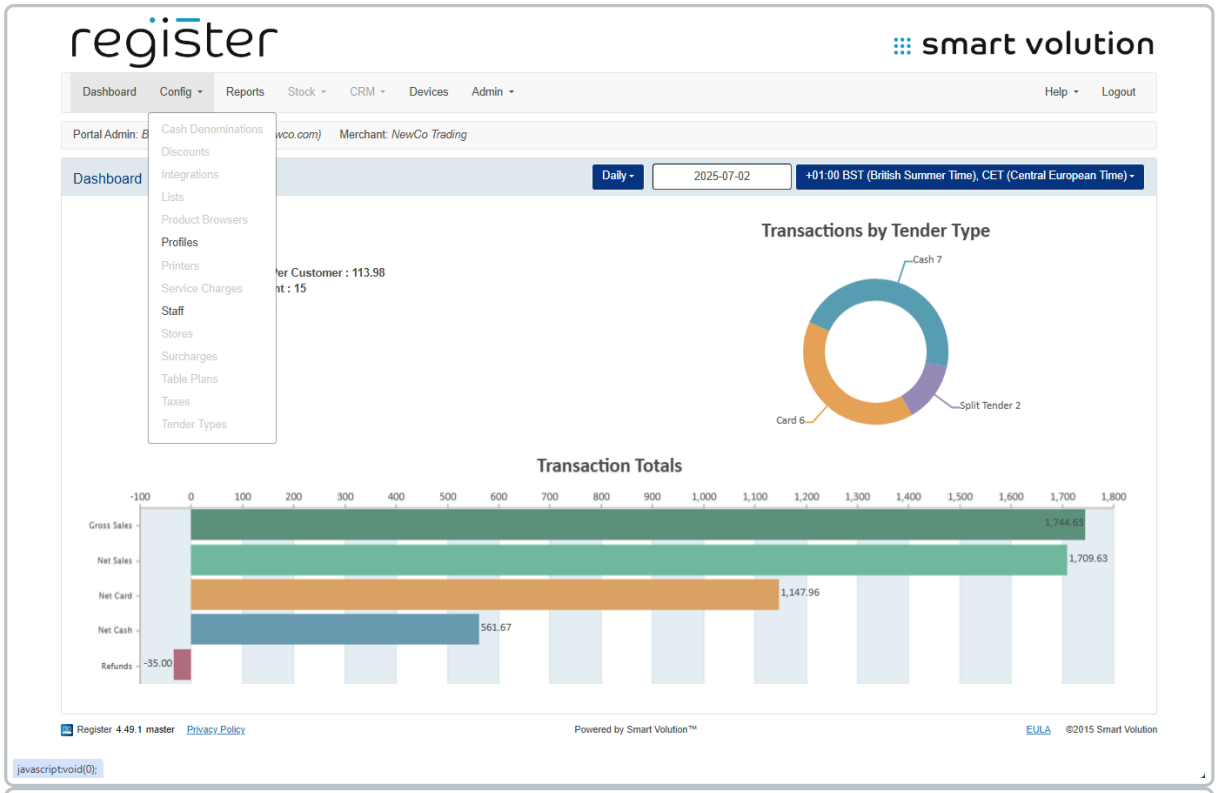
If you need to change this setting, follow the steps below:

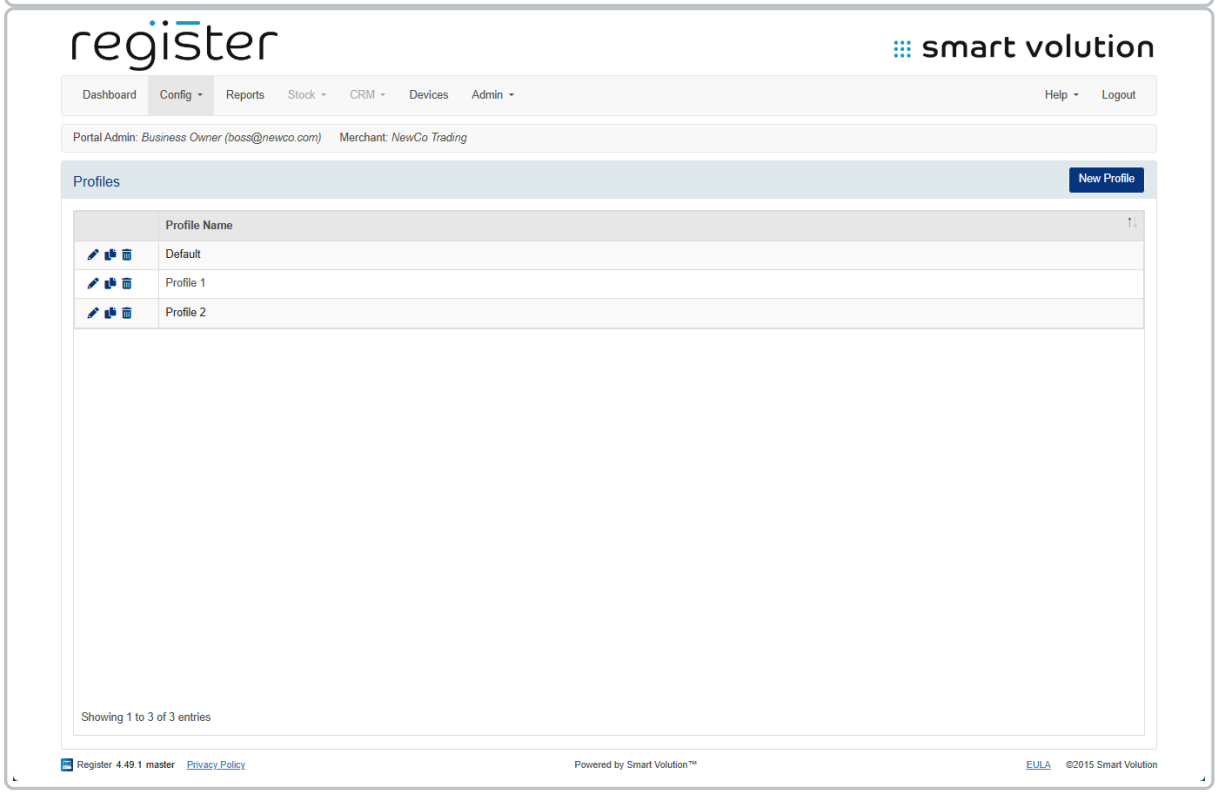
⍰ Change End of Day Access via the Web Portal:

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

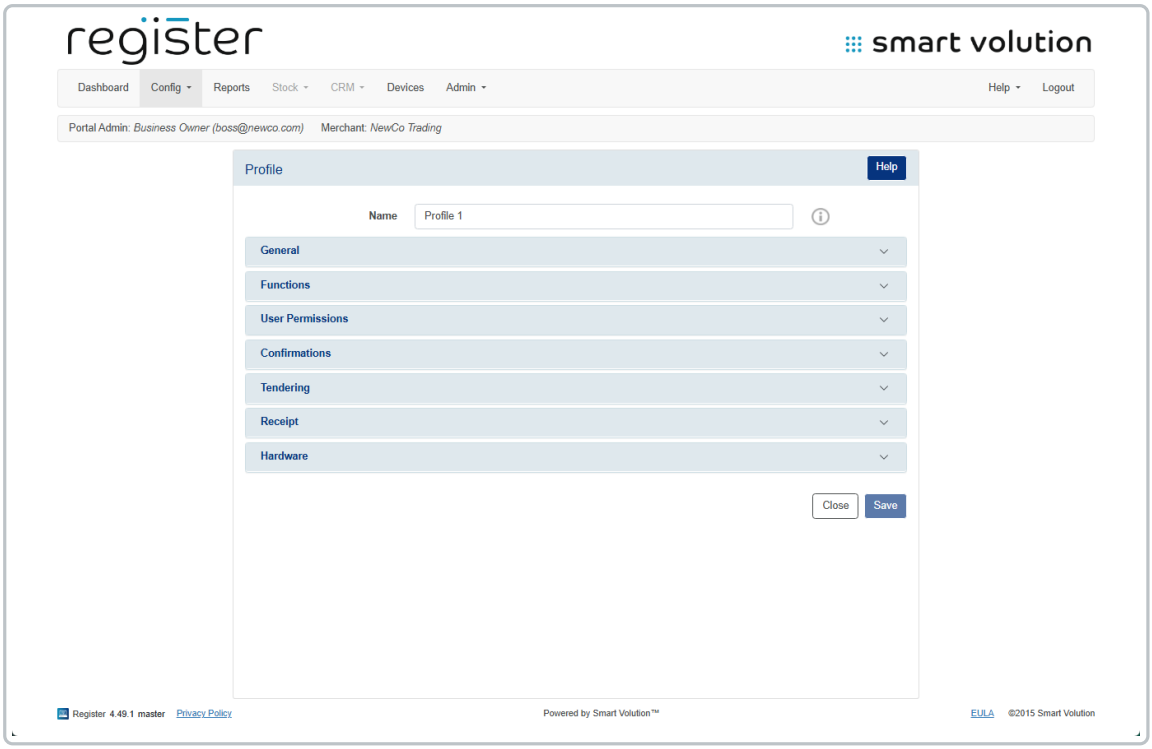


2. Click **Config** in the top navigation bar, then choose **Profiles** from the submenu.

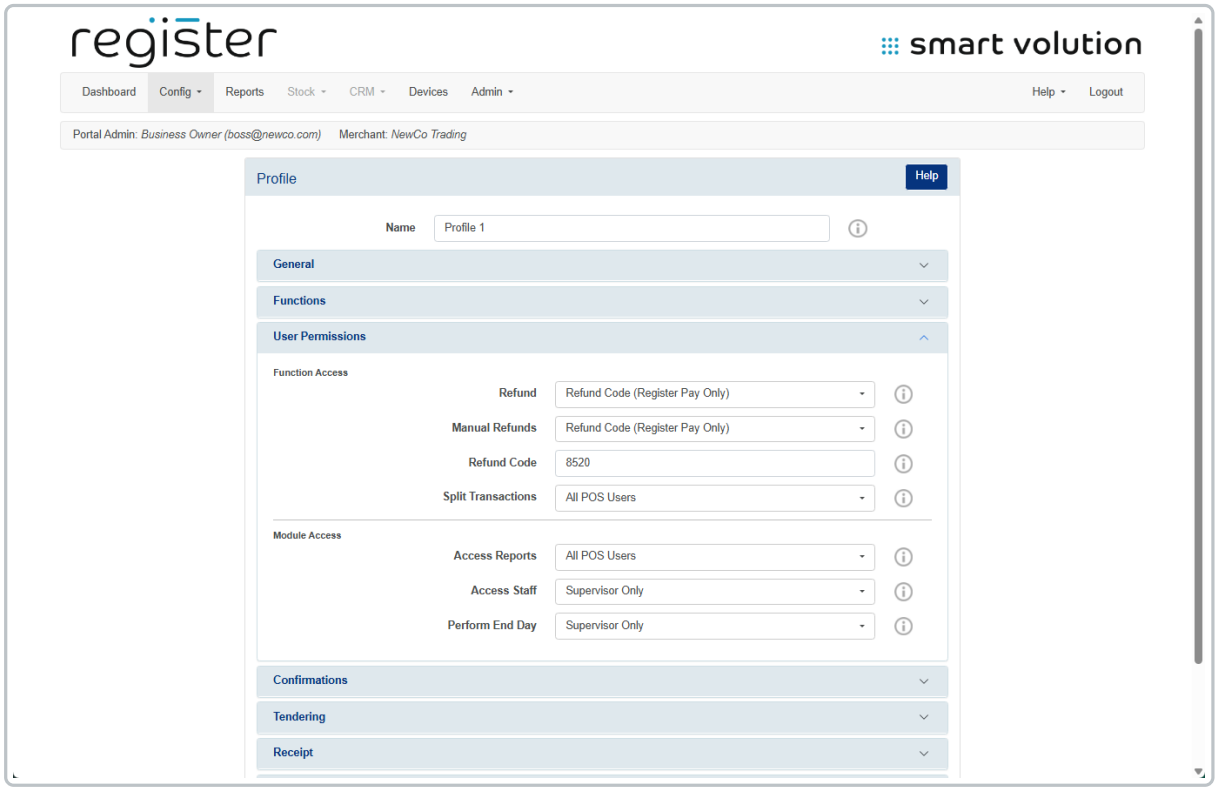




3. Identify the Profile assigned to your device and click the **Edit (✎)** icon.
    - You can confirm your device's Profile by checking the **Devices** tab.

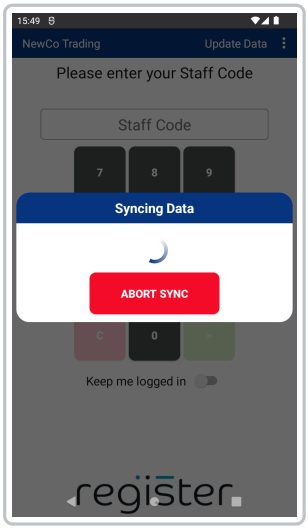


4. Expand the **User Permissions** section.



5. Locate the **Perform End Day** setting and choose one of the following access levels:
   - **All POS Users** – Any staff member can perform an End of Day.
   - **Supervisor Approval** – Standard users will require a Supervisor to enter their code to authorize the End of Day.
   - **Supervisor Only** – Only Supervisors can perform the End of Day (**default setting**).

6. Click the **Save** button at the bottom of the screen to apply changes.

⍰ Apply Changes on the Device:

7. On the device login screen, tap the **Update Data** button (top-right corner) to sync and apply the new configuration.