



System Settings | Tellers



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TELLERS

Overview












Tellers defines the security options of users that are permitted to use VIEW. Tellers is located in [\[Main Ribbon > System Settings > Tellers\]](#).



Note

Modifying security options of a user while a user is logged in to VIEW may require the user to log off and back in for the changes to take effect.

System Settings - Tellers

NAME	NUMBER	BRANCH	ENDING CASH	STATUS
 Amy Lewis	104	Branch 1 (1)	\$2,920.64	Enabled
 Datamatic	99	Credit Union (0)	\$1,938.03	Enabled
 DCU Test	202	Credit Union (0)	-	Password Expired
 DCU Test	302	Branch 1 (1)	-	Password Expired
 Fast Eddie	19	Credit Union (0)	\$98.00	Password Expired
 Jon A. Employee	4	Branch 2 (2)	\$2,850.84	Enabled
 Linda Ball	200	Credit Union (0)	\$70,795.30	Enabled
 Linda Crays	5	Credit Union (0)	\$15.00	Enabled
 Linda S. Bigelow	199	Credit Union (0)	\$6,110.00	Password Expired
 Mary P. Teller	3	Credit Union (0)	\$4,790.54	Enabled
 Milly Teller	22	Branch 1 (1)	\$75.00	Disabled

Add Teller

The Add Teller screen displays the information needed to add a new teller.

The system defaults a new teller with the following defaults:


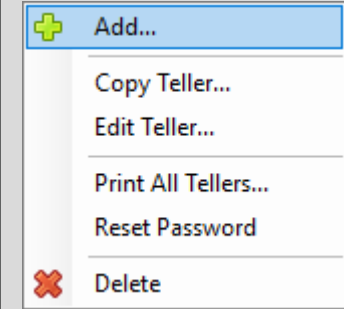

Field	Default
Teller Branch	0
Teller Status	Password Expires
Password Expire Days	30
Bad Login Attempts Allowed	5
Hours	All hours
Customer Due Diligence	Read Only



User Tip



A checked checkbox grants access to that area of the system

The screen can be launched by:

Click	Right Click	Shortcut Key
		

Datamatic VIEW
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Add Teller

General
Options
Hours
Basic
Account
Member
Restricted
Ledger
System

Teller Number:	<input type="text"/>	Teller Branch:	<input type="text" value="Credit Union"/>
Teller Name:	<input type="text"/>		
NMLS:	<input type="text"/>	Teller Status:	<input type="text" value="Password Expired"/>
Password:	<input type="text"/>	Confirm Password:	<input type="text"/>
Password Expire Days:	<input type="text" value="30"/>		
Bad Login Attempts Allowed:	<input type="text" value="5"/>		
Maximum Withdrawal (Cash):	<input type="text"/>		
Maximum Withdrawal (Non-Cash):	<input type="text"/>		
Maximum Loan Issue:	<input type="text"/>		
Maximum Checks Cashed:	<input type="text"/>		
Maximum Check Issue:	<input type="text"/>		
Maximum Cash in Drawer:	<input type="text"/>		

General



Field	Comments	
	Email current teller security options	
	Print current teller security options	
Teller Number	Three-digit number that identifies a credit union employee on the system	
Teller Branch	Selection displays branches available from Branch Setup	
Teller Name	Employee name associated with the employee number	
NMLS	Nationwide Mortgage Licensing System (NMLS) ID	
Teller Status	Displays the current status of the employee number.	
	Disabled	Access to VIEW is blocked
	Enabled	Allows access to VIEW
	Password Expired	Requires password to change password at next login
Password		
Confirm Password		
Password Expire Days	Days before a password change is required. When field is blank the password will never expire.	
Bad Login Attempts Allowed	Number of attempts before user is disabled. When field is blank the four attempts are allowed.	

General

Field	Comments
Maximum Withdrawal (Cash)	Maximum cash withdrawal before a supervisor override is required. Blank field will require a supervisory override for ALL cash withdrawals.
Maximum Withdrawal (Non-Cash)	Maximum non-cash withdrawal before a supervisor override is required. Blank field will require a supervisory override for ALL non-cash withdrawals.
Maximum Loan Issue	Maximum loan issue before a supervisor override is required. Blank field will require a supervisory override for ALL loan issues.
Maximum Checks Cashed	Maximum check cashing amount before a supervisor override is required. (Optional)
Maximum Check Issue	Maximum per check issue amount before supervisor override is required. (Optional)
Maximum Cash in Drawer	Maximum teller cash allow in drawer. Teller will receive warning after each transaction if maximum is exceeded.

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Add Teller

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- Automatically close member after completing a transaction
- Automatically show picture id before member display
- Default loan payments to amount left to disburse
- Default to print member copy for phone transfers
- Detailed transaction option (deposit, loan payment)
- Open PDF's one at a time (loan application, loan document)

Options



Field	Comments
Automatically close member after completing a transaction	Prompt teller to close the member window after processing a transaction in the Transaction Panel.
Automatically show picture id before member display	Picture Id displays before Member window opens
Default loan payments to amount left to disburse	Loan payment transactions are defaulted to cash to member amount
Default to print member copy for phone transfers (thermal only)	Phone transfer default to print member copy
Detailed transaction options (deposit, loan payment)	Allows Transactions Code Descriptions for Cash or Check in the Transaction Panel
Open PDFs one at a time (loan application, loan document)	Limits the PDF documents to open one at a time in Loan Application and Documents


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Datamatic VIEW

Add Teller

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12
2
4
6
8
10
12
2
4
6
8
10
12




	12	2	4	6	8	10	12	2	4	6	8	10	12
Sunday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Restrict Logon to teller's branch.

Save

Hours	
Field	Comments
Sunday	Authorized hours VIEW is available
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Restricted Logon to teller's Branch	Used to restrict the employee from logging in to the wrong branch.



User Tip

Click on the day of the week link to check/uncheck all hours for that day

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Add Teller
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General Options Hours Basic Account Member Restricted Ledger System

Description

- Accounts Payable
- ACH Origination
- ARTA Lending
- ATM Positive File Extract
- Card Information
- Check Reconciliation
- Check Register
- Collections
- Credit Bureau Retrieval
- Extracts
- File Exchange (Documents)
- File Exchange (Remote Deposit)
- File Exchange (Wire Transfer)
- Fixed Assets
- General Ledger
- General Ledger (Inquiry)

Save

Basic

Field	Comments
Accounts Payable	Permits access to the Optional Accounts Payable Software
ACH Origination	Permits access to Add, Edit and Delete ACH Origination
ARTA Lending	Permits access to a Third-party interface ARTA Lending
ATM Positive File Extract	Permits access to the Optional Software to create the ATM Positive File
Card Information	Permits access to display Cards and Audit Card information
Check Reconciliation	Permits access to the Optional Check Reconciliation Software
Check Register	Permits access to display, add, edit, and void checks in Check Register. This includes access to set/reset the starting check numbers
Collections	Permits access to the Option Collections Software, Audit Information and Collection Comments
Credit Bureau Retrieval	Permits access to order credit reports
Extracts	Permits access to Extracts and Downloads in Reports
File Exchange (Documents)	Permits access to File Exchange Document Types
File Exchange (Remote Deposit)	Permits access to File Exchange Remote Deposit Types



Basic	
Field	Comments
File Exchange (Wire Transfer)	Permits access to File Exchange Wire Transfer Types
Fixed Assets	Permits access to the Optional Fixed Assets Software
General Ledger	Permits access to the General Ledger software
General Ledger Inquiry	Permits access to display a General Ledger Inquiry
General Ledger Supervisor	Permits access to General Ledger and the following areas: <ul style="list-style-type: none"> • ACH Setup • Change Ledger Month • Create Ledger Branch • Initialize Ledger Beginning Balance • Source Maintenance
Internet Banking and Voice (Setup, Password, and PIN)	Permits access to Internet Banking and Voice Setup, Password or PIN resets
Investments	Permits access to the Optional Investments Software
Loan Application (Interview)	Permits access to the Software Loan Application Optional in the following areas: <ul style="list-style-type: none"> • Pending Loans for (applications only) • Create a Loan Application • Print Loan Application
Loan Application (Status and Build Documents)	Permits access to the Optional Loan Application Software in the following areas: <ul style="list-style-type: none"> • Pending Loans (applications only) • Create a Loan Application • Print Loan Application • Status Loan • Print Adverse Action • Build Loan Documents (Optional Software)
Loan Applications (Supervisor)	Permits access to the Optional Loan Application Software in the following areas: <ul style="list-style-type: none"> • Pending Loans (applications only) • Create a Loan Application • Print Loan Application • Status Loan • Print Adverse Action • Build Loan Documents (Optional Software) • Ability to delete other Loan Officer's Loan Applications
Loan Disbursal (Restricted)	Determines ability to disburse loans that they have setup on the system. If the box is checked, this will restrict the employee from disbursing a loan, if they are the teller who setup the loan. (Optional Software)
Loan Documents	Permits access to the Optional Loan Document Software and the Loan Extension Wizard.
Loan Documents Supervisor	Permits access to the Optional Loan Document Software with the ability to delete other loan officer's loan documents.

Basic	
Field	Comments
Member Access	Permits access to display Member Window
Member and Internet Banking Information	Permit changes to Member and Internet Banking Information with the following exceptions : <ul style="list-style-type: none"> • Internet Banking • Internet Banking Password • Voice Response • Voice Response PIN
Mortgage Processing	Permits access to the following Optional Mortgage Software in Operations : <ul style="list-style-type: none"> • Escrow Distribution Report • Print Escrow Checks • Print Escrow Payment Notices • Print Escrow Shortage Notices • Update Escrow Payments Amounts • Update Escrow Transactions
New Member Setup	Permits access to the Add Member Wizard and Pending Members
Operations	Permits access to Operations and the Main Console Operations Box for In-house Credit Unions.
Operations (End of Day, End of Month)	Permits access to Preview End of Day and the Main Console End of Day Processing Menu for In-house credit unions.
Operations (Services)	Permits access the following in Operations for In-house credit unions: <ul style="list-style-type: none"> • ATM Network – Extract ISO Trace Log • ATM Networks/Service Center Log • Display Alert Log • ATM Network/Service Center (Reset/Start/Stop) • Internet Banking (Reset/Start/Stop) • Ledger Network (Start/Stop) • Reset VIEW • Voice Response (Start/Stop)
Operations (Special Operations)	Permits access to the Main Console Special Operations Menu for In-house credit unions.
Operations (Start and Stop Online)	Permits access to the following menu at the Main Console for In-House credit unions: <ul style="list-style-type: none"> • Start and Stop Online System • Start and Stop After Hours Network
Passbooks	Permits access to print passbooks for credit unions that are licensed.
Payroll Companies	Permits access to the Payroll Deduction
Payroll Companies Supervisor	Permits access Payroll Deduction Companies that are marked as restricted.
Pending Contact Changes	Permits access to the Pending Contact Change List. Additional security settings affect the access to this list. See Pending Contact Change topic for more detail.
Picture ID	Permits access to the Optional Picture ID Software.
Query	Permits access to the Optional Software Query and Downloads in Reports
Reports	Permits access to Reports in the Main Ribbon. This permission must be set for the following areas to display:

Basic	
Field	Comments
	<ul style="list-style-type: none"> • Extracts • Query
Reports (Archive, Current Day)	Permits access to Current Day and Archive Reports in Reports
Reports (Delete)	Permits access to delete reports for Current Day. Access to Reports (Archive, Current Day) must also be granted
Reports (Order)	Permits access to On-Demand Reports and to upload BSA/CIP Files
Transactions (Back Office screen)	Permits access to the Back Office and Non-Cash Transaction Panels.
Transactions (Cash)	Permits access to Cash Transactions Panel
Transactions (Non-Cash)	Permits access to process non-cash transactions from the following: <ul style="list-style-type: none"> • Back-Office / Non-Cash Transaction Panels • Non-Cash Transaction Wizards such as the Transfer Wizard and Loan Disbursal Wizards.
Transactions (Reversals)	Allows user to process transactions reversals without a supervisor override.
Transaction Overrides (Dormancy)	Allows user to override dormant accounts ONLY
Transaction Overrides (Other)	Allows the user to override ALL transactions and file maintenance with the following exceptions : <ul style="list-style-type: none"> • Dormant Accounts • Warning Messages
Transaction Overrides (Warning Messages)	Allows user to override warning messages ONLY

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Datamatic VIEW

Add Teller

Account
Member
Restricted
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System

Description	New	Change	Delete
Certificate Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IRA Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names - Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names - Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Set Password
Save



User Tip

Click on the linked heading to check all boxes in the column

Account	
Field	Comments
Certificate Information	Controls access to Certificate Information
	New Permits user to add certificate share types
	Change Permits user to edit certificates and access to Certificate Renewal Wizard
	Delete Permits user to Purge certificates share types
Member Access is required to Print Certificates	
IRA Information	Controls access to IRA Information
	New Permits user to add IRAs
	Change Permits user to edit IRAs
Delete Permits user to Purge IRAs share types	
Loan Information	Controls access to Loan Information.
	New Permits access to Add Loan > Loan Setup and Build Suffix in Loan Documents

Account		
Field	Comments	
	Change	Permits user to edit loans
	Delete	Permits user to purge loan suffixes
Mortgage Information	Permits access to create and maintain mortgages through the Optional Mortgage Software	
	New	
	Change	
	Delete	
Names - Primary	Permits access to create or maintain the Name and address screen for a Primary member	
	New	Permits user to add a new name record
	Change	Permits user to edit an existing name record
	Delete	Permits user to remove an existing name record
Names - Secondary	Permits access to create or maintenance the Name and address screen for a Secondary member	
	New	Permits user to add a new name record
	Change	Permits user to edit an existing name record
	Delete	Permits user to remove an existing name record
Share Information	Permits access to create or maintain a Share Suffix	
	New	Permits user to add a new share type
	Change	Permits user to existing shares types
	Delete	Permits user to purge share type suffixes

X
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Add Teller

General Options Hours Basic Account Member Restricted Ledger System

Description	New	Change	Delete	
ACH Cross Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer Due Diligence: Read Only ▾
ACH Origination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Automatic Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Card Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collateral Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cross Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hold Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Note Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payroll Splits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe Deposit Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stop Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warning Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Set Password
Save





User Tip

Click on the linked heading to check all boxes in the column

Member							
Description	Comments						
ACH Cross Reference ACH Origination Automatic Transfers Card Collateral Tracking Cross References Check and Debit Holds Notes Payroll and ACH Splits Safe Deposit Boxes Stop Payments Tasks Warning Messages	Access level options for the specified features						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px; text-align: center;">New</td> <td style="padding: 5px;">Permits user to add new records</td> </tr> <tr> <td style="padding: 5px; text-align: center;">Change</td> <td style="padding: 5px;">Permits user to edit records</td> </tr> <tr> <td style="padding: 5px; text-align: center;">Delete</td> <td style="padding: 5px;">Permits user to remove records</td> </tr> </table>	New	Permits user to add new records	Change	Permits user to edit records	Delete	Permits user to remove records
New	Permits user to add new records						
Change	Permits user to edit records						
Delete	Permits user to remove records						


Member	
Field	Comments
Customer Due Diligence	Controls level options for the Customer Due Diligence feature
	Read Only (Default)
	Change Information Tabs
	Change Risk Tab Only
	Access All Tabs

Datamatic VIEW X


Add Teller  

General Options Hours Basic Account Member **Restricted** Ledger System

Employee Accounts: v

Member	Inquiries	Transactions	Maintenance	
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Set Password

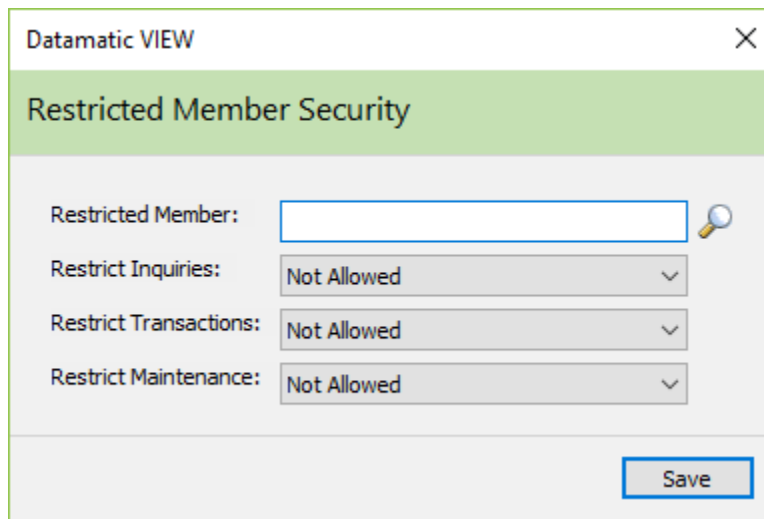
Restricted	
Field	Comments
Employee Accounts	Controls access to members coded as an employee
	Not Allowed No Access
	Allowed Access allowed with supervisor override
	Supervisor Access allowed with ability to override
	Launches the Restricted Member Add screen.

Restricted	
Field	Comments
Restricted Member List	Displays Restricted members and level of security allowed for inquiries, transactions, and file maintenance.



User Tip

To end the Restricted Member security level, double-click on the account in the Restricted Member List.



Field	Comments	
Restricted Member	Account Base and Check Digit	
Restrict Inquiries	Access level options for inquiries	
	Not Allowed	No Access
	Override	Access with supervisor override
Restrict Transactions	Access level options for Transactions	
	Not Allowed	No Access
	Override	Access with supervisor override
Restrict Maintenance	Access level options for File Maintenance	
	Not Allowed	No Access
	Allowed	Access

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Edit Teller - Jacquie Ross (025)
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General Options Hours Basic Account Member Restricted Ledger System


Ledger Accounts: Selected Accounts ▼

Ledger Account

+

[Set Password](#)
Save

Ledger					
Field	Comments				
Ledger Accounts	<p>Access level options for posting ledger entries outside of a Journal Voucher.</p> <p>General Ledger Debits (80) and Credits (90) posted through the Back Office/ Non-Cash Transactions Panel and certain wizards.</p> <p>Examples:</p> <ul style="list-style-type: none"> The Stop Payment Wizard requires access to the Stop Payment Fee Ledger account when a fee is applied to enter the stop payment. Share Closeout Wizard requires access to the Dividend Payable account to close the account where a dividend is posted. Loan Disbursements requires access to the Ledger Offsets in the Automated Transaction Setup. 				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Not Allowed</td> <td>Denies access to ledger posting</td> </tr> <tr> <td>Selected Accounts</td> <td>Permits ledger entries to selected accounts.</td> </tr> </table>	Not Allowed	Denies access to ledger posting	Selected Accounts	Permits ledger entries to selected accounts.
	Not Allowed	Denies access to ledger posting			
Selected Accounts	Permits ledger entries to selected accounts.				

Ledger	
Field	Comments
	All Accounts Permits ledger entries to all accounts
	Launches Ledger Account Security. Visible only when Ledger Accounts field selection is Selected Accounts.

Datamatic VIEW
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Ledger Account Security

Ledger Account:

Field	Comments
Ledger Account	Ledger Account to allow user to post ledger entries

Datamatic VIEW
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Add Teller
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General Options Hours Basic Account Member Restricted Ledger System

Description

- Bulletin Board Administration
- Certificate Profiles
- Document Administration
- Loan Profiles
- Page Administration
- Packet Administration
- Set Receipt/Statement Message
- Software Maintenance
- Station Administration
- System Administration (all other setups)
- Teller Administration
- Teller Administration (reset password only)
- Voice Response Setup

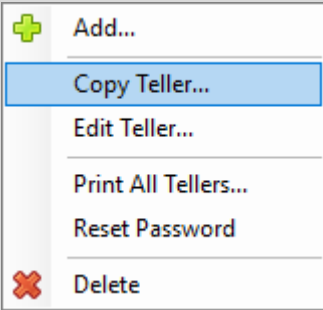


Set Password
Save

System	
Field	Comments
Bulletin Boards	Permits access to Add, Edit, and Delete Bulletin Boards
Certificate Profiles	Permits access to Add, Edit, and Delete Certificate Profiles
Documents and PDFs	Permits access to Add, Edit and Delete Documents and PDFs
Loan Profiles	Permits access to Add, Edit and Delete Loan Profiles
Pages	Permits access to Add, Edit and Delete Pages
Packets	Permits access to Add, Edit and Delete Packets
Set Receipt/Statement Message	Permits access to set Receipt, Statement, and Internet Banking Messages.
Software Maintenance	Permits access to Software Maintenance selection in the Main Console.
Station Administration	Permits access to Station Information
System Settings (all other setups)	Permits access to the remaining selections under System Setting that are not listed under the system tab
Tellers	Permits access to Add, Edit and Delete Tellers
Tellers	Permits user to assign a temporary password

System	
Field	Comments
(reset password only)	
Voice Response	Permits access to the Optional Software Voice Response

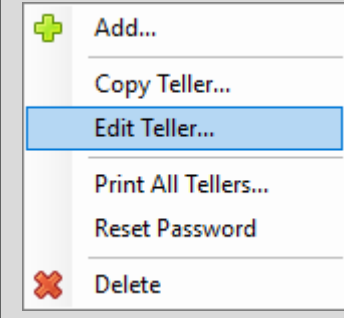

Copy Teller

The **Copy Teller** selection is used to copy the security options from an existing teller to a new teller to the system. The screen can be launched by:

Click	Right Click	Shortcut Key
None	 <ul style="list-style-type: none">  Add... <li style="background-color: #e1eef6;">Copy Teller... Edit Teller... Print All Tellers... Reset Password  Delete 	None

Edit Teller

The **Edit Teller** screen allows user to make changes to an existing teller. The screen can be launched by:

Double Click	Right Click	Shortcut Key
Item	 <ul style="list-style-type: none"> + Add... Copy Teller... Edit Teller... Print All Tellers... Reset Password ✖ Delete 	

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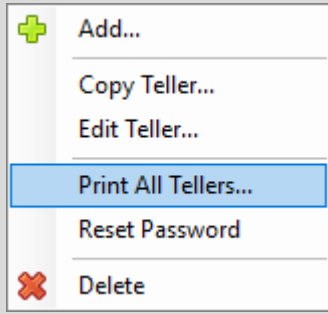
Edit Teller - Amy Lewis (104)
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General
Options
Hours
Basic
Account
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System

Teller Number:	<input type="text" value="104"/>	Teller Branch:	<input type="text" value="Branch 1"/>
Teller Name:	<input type="text" value="Amy Lewis"/>		
NMLS:	<input type="text" value="858585"/>	Teller Status:	<input type="text" value="Enabled"/>
Password:	<input type="text"/>	Confirm Password:	<input type="text"/>
Password Expire Days:	<input type="text"/>		
Bad Login Attempts Allowed:	<input type="text" value="5"/>		
Maximum Withdrawal (Cash):	<input type="text" value="\$3,000"/>		
Maximum Withdrawal (Non-Cash):	<input type="text" value="\$3,000"/>		
Maximum Loan Issue:	<input type="text" value="\$15,000"/>		
Maximum Checks Cashed:	<input type="text" value="\$3,000"/>		
Maximum Check Issue:	<input type="text" value="\$15,000"/>		
Maximum Cash in Drawer:	<input type="text" value="\$5,000"/>		

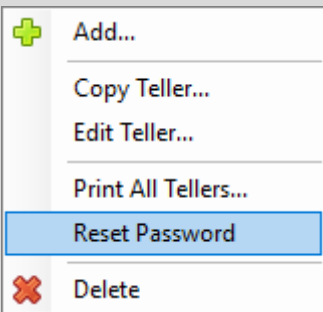
Print All Tellers

The Print All Tellers selection prints the security options for all tellers on the system at one time. The screen can be launched by:

Click	Right Click	Shortcut Key
None	 <ul style="list-style-type: none"> + Add... Copy Teller... Edit Teller... Print All Tellers... Reset Password ✖ Delete 	None

Reset Password

The Reset Password selection allows user to assign a temporary password and status the teller as expired. The screen can be launched by:

Click	Right Click	Shortcut Key
None	 <ul style="list-style-type: none"> + Add... Copy Teller... Edit Teller... Print All Tellers... Reset Password ✖ Delete 	None

Delete

Deleting a teller removes the teller from the system. The screen can be launched by:

Click	Right Click	Shortcut Key
