



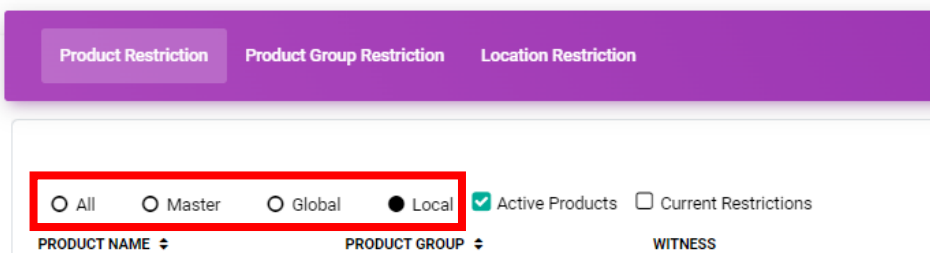
Department Restrictions

Department restrictions are a way to limit access to the products in the vending machine. Using these can restrict who has access to certain items and how often they can dispense items. By default, new products are set to May Not Dispense.

Filtering Products

There are different levels of products separated into three different categories Master Global and Local.

To switch between the the different categories Users will want to click on the bubbles located towards the top of the screen. Clicking on the All filter will show Users a combined list of products from the three different groups.



Types of Restrictions

There are three type of restrictions types; product, product group, and location.

Product Restriction- Product restrictions are restrictions that are applied to the individual product. These restrictions can chage product to product. When adding a new product to the system the default setting is May Not Dispense.

Product Group Restriction- Product Group Restrictions are a way to use the categorized product to have a blanket restrictions applied to them. For example, if a department has a restriction of once per day then if an employee in that department dispenses an item in that product group it will use up that allowance for the group. So if that employee tries to dispense another item from the same product group that day they will get denied. If new products are added to the system and product group restrictions are being used products will automatically apply those group restrictions.

Location Restrictions- Location Restrictions allow for restrictions to be applied to departments based on the specific location assigned to the machine.

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Restriction Durations

May Not Dispense- This restriction means that the department cannot dispense the Item or Group

Hour- This restriction allows Users to set an allowance for items dispensed per hour.

Shift- This restriction allows Users to set an allowance for items dispensed per Shift.

Day- This restriction allows Users to set an allowance for items dispensed per day.

Week- This restriction allows Users to set an allowance for items dispensed per week.

Month- This restriction allows Users to set an allowance for items dispensed per month.

3 Months- This restriction allows Users to set an allowance for items dispensed per 3 months.

6 Months- This restriction allows Users to set an allowance for items dispensed per 6 months.

12 Months- This restriction allows Users to set an allowance for items dispensed per 12 months.

Anytime- This restriction allows employees to dispense products whenever they enter their credentials.

How to Set Restrictions

1. Go to Employee -> Departments-> Product Restrictions (for a specific department)
2. Then Find the product or product group that the User would like to set restrictions
3. Click the drop down arrow and select the frequency that is desired
4. If choosing hour to 12 months enter in an allotment
5. Once all of the restrictions have been set click save

How to Set Location Restrictions

1. Go to Employee -> Departments-> Product Restrictions (for a specific department)
2. Click on Location Restriction
3. Then Find the product that the User would like to set restrictions
4. Click the drop down arrow and select the frequency that is desired
5. If choosing hour to 12 months enter in an allotment
6. Once all of the restrictions have been set click save

How to Remove Location Restrictions

1. Go to Employee -> Departments-> Product Restrictions (for a specific department)
2. Click on Location Restriction

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3. Select what products that the User would like to remove the Location restriction by clicking the check box.

RESTRICTION DURATION	SELECT ALL <input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>
<input type="text" value="Any Time"/>	<input type="checkbox"/>

4. Then click **REMOVE RESTRICTION** at the bottom right of the page.

Note: Location restrictions are the only restriction that requires removal the other restrictions will get overridden when setting a new type of restriction

How to Bulk Set Restrictions

1. Go to Employee -> Departments
2. Select the departments that need editing

Departments					Search
DEPARTMENT NAME*	DEPARTMENT NUMBERS	PRODUCT RESTRICTIONS	USER LIMIT	<input type="checkbox"/> SELECT ALL	ACTIONS
A - EMT	0			<input checked="" type="checkbox"/>	
Default	0			<input checked="" type="checkbox"/>	
iQ Tech	0			<input checked="" type="checkbox"/>	
Marketing	0			<input type="checkbox"/>	
Sales	0			<input type="checkbox"/>	
Service	0			<input checked="" type="checkbox"/>	
Wanda Testing	123			<input checked="" type="checkbox"/>	

4. Then Click on **BULK PRODUCT RESTRICTION** at the bottom right of the screen
5. Then follow steps 2-5 of the “How to Set Restrictions” section above.

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Witness Feature

When Users set up a product as Dual Validation, they will be able to determine if they want Department employees to be able to be the “Witness” of the vend. The “Witness” field is specifically for the second employee who is “Witnessing” the transaction, if the box is not checked that means that any employee in that department is not able to be the “Witness” to the transaction and will be declined as the second employee. If the box is grayed out that means that the product is not a Dual Validation product.

Understanding Product Restrictions with the Witness feature:

- If the department’s product restriction for a product is set up to allow **Anytime** dispensing of the product but the witness box is **unchecked** this means that any **employee in that department can be the first person to dispense, but would not be allowed to be a witness (2nd person)**
- If the department’s product restriction for a product is set up to allow **Anytime** dispensing of the product and the witness box is **checked** this means that any **employee in that department can either be the first person or the witness**
- If the department’s product restriction for a product is set up to **May not Dispense** of the product and the witness box is **checked** on this means that any **employee in that department cannot be the first person to dispense, but would be allowed to be a witness**
- If the department’s product restriction for a product is set up to **May not Dispense** of the product and the witness box is **unchecked** this means that any **employee in that department cannot be the first person to dispense, nor will they be allowed to be a witness**

The screenshot shows a web interface for managing product restrictions. At the top, there are tabs for 'Product Restriction', 'Product Group Restriction', and 'Location Restriction'. Below the tabs, there are radio buttons for 'All', 'Master', 'Global', 'Local', and 'Active Products'. The 'Local' and 'Active Products' options are selected. A table lists various products with their 'PRODUCT GROUP' and a 'WITNESS' checkbox. A red box highlights the 'WITNESS' column, and a red arrow points to the checkbox for 'Fentanyl 100MG/2ML Vial'. To the right of the table, there are dropdown menus for 'RESTRICTION DURATION', each set to 'Any Time'. At the bottom right, there are 'SAVE' and 'CANCEL' buttons.

PRODUCT NAME	PRODUCT GROUP	WITNESS
Medium (Box of 20EA)		
Face Mask - Surgical / Comfort	Default	<input type="checkbox"/>
Famous Amos Chocolate Chip Cookies, 2 Oz. Box Of 36 Bags	Default	<input type="checkbox"/>
Fentanyl 100MG/2ML Vial	Drugs (Narcotics)	<input type="checkbox"/>
FIDO Bag	Default	<input type="checkbox"/>
Filter Needle	Default	<input type="checkbox"/>
Filter, CN, CS, P100,Threaded, PK4, CTCF50	Default	<input type="checkbox"/>
FINISH SPARTAN ISHINE FLR 45L/CS	Default	<input type="checkbox"/>
Flag American, 5x8	Default	<input type="checkbox"/>

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