Security of any software product is extremely critical. That is why Jonas created an easy facility to distinguish what users have access to.

Ongoing maintenance is required in order to provide the club with reliable operating and financial information. User access only to allowable modules and programs creates a secure environment.

Along with security for software, accessibility to setups and features for peripherals must also be maintained.

The Jonas System Administrator Application Brief focuses on instructions for setup and security of various installations, such as: POS terminals, printers, updates and permissions.
# Club and Hotel System Administrator

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Jonas POS Terminal Setup

The following steps must be followed on each workstation when you setup your new POS station. It is assumed that you have installed the Jonas software and have completed your system setups. This example illustrates the setup of an IBM SurePOS station.

Running the Tools Program (Workstation / POS Terminal)

☐ Install a Workstation

This step must run on each workstation (PC) where you desire to use Jonas software. It will create a local GJCWIN\DATA folder, a shortcut on the desktop, a Jonas program group on your Start Menu, a JONAS.INI file, and copy all the necessary DLL’s to your \WINDOWS\ folder to run Jonas.

To run the Tools Setup program you can either run from the Software CD-ROM or if the software has already been installed on the server, from the J:\GJCWIN\TOOLS\ folder. Click the Start button on your Task Bar, then select Run, and type either: [CD-ROM drive letter]\TOOLS\SETUP.EXE or if already installed on the server J:\GJCWIN\TOOLS\ SETUP.EXE and click OK.
Enter a terminal ID for each workstation on the system. The ID code must be entered in **upper case** and no more than **two alphanumeric** characters in length (e.g. TO, T1, T2 etc).

Each workstation must be **uniquely** identified – do not duplicate terminal ID’s.

**Do not use:**

- More than 2 alphanumeric characters.
- The Terminal ID [GJ] (it’s reserved for Gary Jonas Computing Ltd.).
- Totally numeric terminal ID’s.
- Lowercase ID’s.
- ID’s that are composed of characters other than of the set: {ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890}.

**Tip:** In smaller installations with infrequent staff turnover, make the terminal ID’s the user’s initials (e.g. John Doe gets a Jonas terminal of [JD]). In larger installs, relate the terminal ID to the workstation’s function (e.g. Manager gets [GM], the Pro Shop POS terminal gets [PS] or [P1], Main Dining Room [MD], etc.).
Once you have set up your POS terminal and you wish to change the default Terminal ID that has already been assigned to it, you can either find and delete the JONAS.INI file on C: and run the Tools setup program described above, or just use a text editor like Notepad to edit the JONAS.INI file. Look for a line that reads FID0=xx. The xx represents the current Terminal ID - just change it to one that is unique (but avoid GJ, any lower case, or one entirely numeric). Make sure that it is only 2 characters in length.

☐ Touch Screen

To ensure you have the necessary DLL’s to run your POS TouchScreen station select Yes.

When you are finished setting up the Tools, start the Jonas for Windows program by double-clicking on the shortcut icon on your desktop or through the Start, Programs menu.
Setting up a Printer within Jonas

Jonas will use the printers set up in your Printer Settings from your Microsoft Windows Operating System. You will need to add a Generic / Text Only printer and one printer for a prep printer (if used). From the Start / Settings / Printers, follow the Printer Wizard to install your printer quickly and easily.
Go to Properties / Details after setting up the Generic / Text Only printer. The following screen will appear. From the drop down list select the printer port and driver.

To increase the speed to the print job, select the following Spool Settings displayed on the screen below.
This setup is also required for the Prep Printer. See example below.

![Setup configuration dialog boxes]

- **Print to the following port:** 
  - Enter the port name in the field.
  - Click **Add Port** to add a new port.

- **Print using the following driver:** 
  - Select the driver type.
  - Click **New Driver** to add a new driver.

- **Capture Printer Port...**
- **End Capture...**

- **Timeout settings:**
  - Not selected: 15 seconds
  - Transmission retry: 15 seconds

- **Spool Settings...**
- **Port Settings...**

- **Spool print jobs so program finishes printing faster**
  - **Start printing after last page is spooled**
  - **Start printing after first page is spooled**

- **Print directly to the printer**

- **Spool data format:** RAW
  - Click **OK** to apply settings.
Printer Styles

Once you have setup within Microsoft Windows, which printers you would like to print to, proceed to: System Administration > System Setup > Printer Styles.

Type of Printer – Select for the drop down list PRON – IBM Preprinted (Narrow Carriage).

Device Type – Set the printer type to Text.

Device/File Name – Select from the drop down list the appropriate printer name.

Device Driver – You will have to pick a device driver. The IBM SureMark Thermal printer requires you to use the pos_ibm.461driver and Epson Prep printers (used in this test scenario) uses POS_EPSN.TY3 driver. These settings may vary with your particular printer.

Restrict To/From – This will allow you to hide certain printers by Terminal ID.

Barcode Program – This is used only for Barcode printers.

Suppress Form Feed – This may or may not be needed depending on your printer setup.
You will also need to do the same for the Prep Printer. See example below.

![Printer Styles](image)

**Printer Style Preferences**

**Text** – The IBM SurePOS station uses the default settings. Therefore, nothing should be changed here when setting up a text printer in Jonas.

![Text Style Preferences](image)
System Parameters

When designing your IBM SurePOS station, select the Jonas standard chit print design program “POSC11P.” Do not use any other design unless told by a Jonas representative. From POS System > System Setup > System Parameters bring up the following screen:

Prep Printing Style

If you have a Prep Printer attached to your POS terminal you will be required to setup a “Prep Printer” style. Standard designs have program names that end with the letter formerly found in the POS Options screen. Press F2 for a listing of available designs or click on the Look up icon.

Choose one of the following available Prep Printing Styles prefixed with the program name POSC10Z:

- **C** – Color all modifiers will print in red, if your Printer allows for color.
- **D** – Custom (red).
- **J** – Summarize by Item - multiple identical items will be summarized into one line.
- **N** – No Seat number information.
- **O** – No Seat number information but all modifiers will print in red, if your Printer allows for color.
- **R** – Custom (color)
- **S** – Summary/Detailed with color- the top of the request summarizes items (without modifiers) and then the bottom shows the detail.
Note: If you do not use a customized Preparation Printer Style, the Preparation Printer(s) will print the orders in black.

From POS System > System Setup > System Parameters click on options, then click on the Chit/Prep Printing button and the screen below will appear. Select the number of linefeeds required.

Linefeeds at End of Chit/Prep – Enter 1 through 9 to add linefeeds to each printout, if the printout is being cut too high on the chit and you lose information.
Workstation Setup

Setup each workstation from System Administration > System Setup > Workstation that will be accessing Jonas.

**Note:** It is imperative that each workstation accessing Jonas has a unique workstation / terminal ID.

**Workstation ID** – This will be the two character ID that identifies this workstation on the Jonas network. To find out what the terminal ID is, simply start Jonas on the workstation and on the bottom bar, to the right of the date will be the terminal ID in square brackets.

**Location Desc.** – Enter a more detailed description of where this terminal is located.

**Type of Workstation** – There is now only one entry allowed for this field; type in COLOR and press ENTER.

**Nearest Printer** – Click on the magnifying glass or press F2 to get a listing of all the printers currently setup in Jonas. Choose the one that this workstation will normally print to. When you print from this workstation the printer box will default to this printer, at which point you can simply press ENTER or choose another printer from the list.
**Touch Screen** – This should only be set if your terminal is a Touchscreen.

**Login Screen Image** – Do not use this for terminals designated as Touchscreens as you will never see the background image in this setting.

**Note:** In addition to selecting Touchscreen the following Calibrate / Touch Settings are required. This is initially setup when you install TouchWare. However, if adjustments are required, go to My Computer, and select MicroTouch Touchscreen or from your desktop icon right click and select **Open** to bring up the following screens.

**Touch Settings**

![MicroTouch Touchscreen Properties](image)
Required Settings for IBM SurePOS station:

- **Touch Mode** – Drawing
- **Double-click speed** – set to half way
- **Touch Sound** – ON (beep on touchdown)
- **Double** – click area – large

Calibrate Settings
Terminal Setup – Point of Sale

Every POS terminal that requires accessing must be setup in Terminal Setup. If you are using the Sure POS system, you will be required to setup the following mandatory fields: POS System > System Administration > Terminal Setup.

**Terminal ID** – Enter the appropriate terminal ID.

**Partition ID** – If applicable, indicate the POS partition.

**Sales Area** – Assign the sales area that this terminal will be used in. You have the ability to override this when opening a chit.

**Chit Printer** – Assign which Jonas printer this POS workstation will use to print chits.

**Cash Drawer, Member Card Reader, Credit Card Reader, Member ID Security, and Pole Display** – Select the applicable flags. These flags should only be on for those options that you have available. Please note that with the exception of the Cash Drawer, all of the other options here are not automatic and require custom interfaces from Jonas to be used.
Configure the Pole Display – Click on the configure button and the following will display.

**Display Type** – From the list, select the type of Pole Display you have. For this application select **2 Logic Controls PD30**

**Comm Port** – Enter the name of the Communications Serial Port to which the Pole Display is attached.

**Display Mode** – Only one option is available at this time, Option **A**. When idle, the pole displays the date (i.e. Thu May 31, 2001). During a POS transaction the pole shows the member name; upon selection of an item, it will display the item’s description and amount. When the settlement button is chosen, the pole will display the total, amount tendered and change due / balance. When all transactions are complete, the pole returns to the idle mode.

Configure the Signature Capture – Click on the configure button and the following will display. Make the appropriate selection.
Configure the Bacchus Bar – Click on the configure button and the following will display. Enter the appropriate directory.

A shared directory on the server will be used by Jonas to write transaction files that will be processed by the BBIS interface.
Peripheral Equipment Tested and Approved

List of Tried Devices

POS Hand Held Bar Code Scanners

1. **Make** – Metrologic Instruments Inc.
   **Model** – MS951L KB WEDGE

   *Note:* A Scan button must be setup in the POS Menu design to be able to read the bar code on a POS item. The POS Sales Items must have a 12-digit UPC code setup or be linked to a SKU that has one.

2. **Make** – Symbol HotShot™ LS 2100 Scanner Series
   **Model** – LS 2106 KBWEDGE

   *Note:* A “Scan” button must be setup in the POS Menu design to be able to read the bar code on a POS item. The POS Sales Items must have a 12-digit UPC code setup or be linked to a SKU that has one. Also, Jonas requires you to change the format of the scanned data. To change the format, use the Product Reference Guide “Scan Data Transmission Format” and select <DATA><SUFFIX 1>.

Prep Printer

1. **Make** – Epson
   **Model** – Epson TMU 200 PM

Please refer to our Network / Hardware Checklist for additional hardware approved for use with your Jonas software. Call your Jonas Representative if you require an updated copy.
For *Windows Update Instructions*

**Before You Begin**

1. Make sure you have a full backup of your system before starting the update procedure. Make note of your current Jonas release number (found in the bottom right corner of any Jonas session). It will come in handy when you print a list of the latest enhancements.

**Warning:** All users of Jonas for Windows must be logged off the system and completely out of Jonas (including the login screen) before starting the update. If installing on a network, from a workstation, make sure you are logged into the server with full administrator / supervisor privileges. If installing the Jonas update on a Citrix or Terminal Server solution, the update must be installed from the server console.

2. Do not load a new update outside Jonas’ regular business hours (8:30 a.m. – 5:00 p.m. Monday to Friday EST).

3. When possible, load the update during non-busy times; for example, after month end, statement runs and payroll processing. We recommend you load the update the first thing in the morning when your company has a full backup available.
Software CD

1. Insert the Software CD into your CD-ROM drive (usually drive letter D: or E:).
2. Wait 5-20 seconds and the following menu will appear on your screen.

![Software CD Menu Image]

**Note:** If this screen does not appear, go to “My Computer” and select the CD-ROM drive.

You now have several options to choose from:

**Install Jonas Update** – Clicking on this menu option will install the Jonas update.

**View Release Notes** – Clicking on this menu option will allow you to view the Release and Enhancement Notes related to this update.

**Activate Software** – Click on this option if you are installing Jonas for the first time or if you require a new activation (when moving software to another hard drive or computer). Note: You are required to call Gary Jonas Computing Ltd. support for an activation key.

**Install New Workstation** – Click on this option and select the type of operating system you are installing the software on. This is only for a new Jonas workstation.

**Help** – Clicking on this option will give you an overview of the above options.

**Quit** – Cancel operation.
Install Jonas Update

1. Click on Install Jonas Update. Step your way through the Welcome screens by clicking on Next.
2. Select the Destination Directory (see screen below). If the installation program fails to find the path to your Activation, the software installation will stop. Click on Browse to choose the network drive letter (usually J:). If this fails, you may have lost your network connection with the server. You should exit Windows and re-start your workstation, which should re-establish your network connection. Once this is done, you can start re-installing the update. If the problem persists, call your Jonas Representative or Gary Jonas Computing Ltd.
3. The *Installation completed* screen, below, will appear upon completion of the update.

![Installation completed screen](image)

4. Click on the *Jonas for Windows* icon. The program will automatically start rebuilding the screens and data files. When complete, you will return to the login screen. All other users can then run Jonas again on their workstations.

**Important:** When you start Jonas after your update, you should see the screen below. If you don't see this screen, please call Gary Jonas Computing Ltd. immediately at 905-886-0544 or 1-800-352-6647.

![Updating Programs](image)

We have added a new feature to enable you to print the Release Notes since your last update. Go to Administration - Release / Enhancements program, click on the Print Rel button. Enter your previous release note number, and check the boxes of changes that you wish to print.

These files are also on the CD (REL_NOTE.CLB, REL_NOTE.CON, REL_NOTE.GEN). We suggest that you use **Notepad** to view the improvements made.
Payroll Update Installation Instructions

Below is an example of Canadian payroll installation instructions sent with the January 1, 20XX payroll update. Payroll Updates are changed according to governmental regulations and budgets.

Canadian Payroll Update Installation Instructions

*We recommend that you load the enclosed payroll update diskette immediately.* There is no need to wait until you have completed your final December payroll. The Jonas system is date sensitive; thus will process your payroll using the appropriate tax tables.

**Before you begin:**

1. Make sure that you have a full backup of your data before starting the update procedure.

2. All users of Jonas must be logged off the system and completely out of Jonas (including the login screen) before starting the update. If installing on a network, make sure you are logged into the network with full administrator/supervisor privileges.

3. Do not load a new update outside Jonas regular business hours (8:30 a.m. – 5:00 p.m. E.S.T, Monday to Friday).

4. When possible, load the update during non-busy times. We recommend first thing in the morning when your company has a full backup.

5. If you are in the process of converting from Jonas for DOS to Jonas for WINDOWS, you will be required to install the changes to both your current DOS system and the Windows test system.
DOS Payroll Update

A (1) - INSTALLATION of Jonas for DOS Users:

Please read carefully before updating your Jonas Software

1. Insert the Payroll Update diskette into the disk drive.
2. At the DOS prompt:
   • On a single user system, type
     
     A:INSTALL A: C: \GJC

     • On a network system, type
     
     A:INSTALL A: X: \GJC
     
     Where X: is the logical drive letter that contains the Jonas programs and data files.
3. The message ‘Install Successfully Completed’ will appear on the screen upon completion of the update.
4. Go to step B.

Windows Payroll Update

A (2) - INSTALLATION of Jonas for WINDOWS Users:

Please read carefully before updating your Jonas Software

1. Insert the Payroll Update diskette into the disk drive.
2. Click the Start button on your Task Bar, then select Run and
3. Type [drive letter]\setup.exe then click OK.

4. The message ‘Install Successfully Completed’ will appear on the screen upon completion of the update.
B-After you have completed installation:

1. Start up the Jonas system from one station. The program will automatically start rebuilding the screens and data files. When complete you will be returned to the login screen. All users can then start up the program again on their terminals.

**Important:** When you start Jonas after your update, you should see the screen ‘rebuilding the system’. If you don’t see this screen, please call Gary Jonas Computing Ltd. immediately at 905-886-0544 or 1-800-352-6647

### WHAT’S NEW IN PAYROLL

Review the what’s new section of the payroll booklet that accompanies your update CD. This will be instrumental in ensuring awareness of changes that will affect you after installing this update.

#### Suggested Links:

- **TD1 forms** can be printed off the CCRA web site at [http://www.ccra.gc.ca/formspubs/forms/td1-e.html](http://www.ccra.gc.ca/formspubs/forms/td1-e.html).
- **Reminder:** The system assumes the basic personal exemption if you leave the Provincial Exemption field blank or a zero dollar value. Employees that are not at the basic personal tax amount may wish to update their Provincial Exemption if any of the revised credits apply to them. (The Provincial Exemption field is located in the Tax Information screen of the Employee's file).

#### Additional Information:

User Administration (Create Users)

Create a new user and set their security using the following method. This is also where you would modify security settings and company access.

Go to Administration > User Login Administration

The buttons on the right allow you to set up security options for various Jonas modules, as well as create individual menu designs for each user. Generally, if you do nothing, a new user takes on the attributes of the creator.

It is strongly recommended that you (at minimum) setup the menu design for each user. This helps restrict usage of sensitive programs, particularly deletion and update routines.
1. Select **Add another User** and the followings screen will appear:

![User Administration Screen](image)

- **User ID**: FB
- **Full Name**: Food & Beverage Manager
- **Family Name**: Fred
- **Password**: **
- **Job/Function**: **

The buttons on the right allow you to set up security options for various Jonas modules, as well as create individual menu designs for each user. Generally, if you do nothing, a new user takes on the attributes of the creator.

It is strongly recommended that you (at minimum) setup the menu design for each user. This helps restrict usage of sensitive programs, particularly deletion and update routines.

2. Create a unique **User ID** for the individual to be added e.g.: MFL for Mary Flaner.
3. Fill in the **Full Name** of the users and assign a starter **Password**, like the users Initials. They can change this by using the Password change function on the task bar within Jonas.
4. **Job function is required for all users of Jonas Tip Pooling software.**
Company Access Permissions

From the list, select the Company on which this User may work.
- or -
From the list, select “blank” to clear a Company restriction.

This applies only if you have multiple companies and want to restrict certain users so that they can only access certain companies.

If you only have one company, do NOT setup this restriction.

“Restrict to Company” gives you the ability to control access to individual companies right at the user level. This is very useful when a holding company or equipment company is not available for majority of users.

Menu Design (User Menu Permissions)

Remove access to a program by removing the check mark displayed next to the item.

In this example, only modules that have been checked will be available to the user. Once the menu has been saved, your user menu will look like the one on the right.
G/L Division Permissions

From the list, select the company to which you want to limit divisional access.

- or -

From the list, select blank to clear a company restriction.

Press ENTER (i.e. leave this blank) to allow access to all divisions within this company.

- or -

Enter the Department / Division code to which the User is allowed access.

E.g. If you enter 0800 this limits access only to Jobs in this company belonging to division 0800.

You also have the ability to restrict users within certain divisions for a list of companies that exist within Jonas.

You must ensure they first have access to the company, and then restrict the division. Requirement for 2 of 4 divisions will require two lines of ability entered.
Equipment Restrictions

You have the ability to restrict access to different Equipment Cost types to individual users.

From the list, select the company to which you want to limit Equipment Cost Type access.

-or-

From the list, select “blank” to clear a company restriction.

Press ENTER (i.e. leave blank) to allow access to all Cost Types within this Company.

-or-

You can limit Equipment access to (a) particular Cost Type(s).

e.g. if you enter 0800 this limits access only to Equipment in this company with Cost Type code 0800.
User Options

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<td>Suppress Room Rate</td>
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User: FB - Food & Beverage Manager

**Financial Access** – Check this box if this person is to have access to financial information in certain modules, otherwise leave blank.

**Restrict Labor Access in Job Views** – Check this box if this person should be restricted from seeing Labor information in Jobs Inquiry, otherwise leave blank.

**Default Pit Code** – For construction use in the Billing & Haulage Module in Accounts Receivable.

**Access G/L Sub Accounts Only** – Check this box if this person should be able to Access only G/L Sub-Accounts, otherwise leave blank.

**Suppress Room Rate** – If checked, this flag will suppress room rates in the Hotel module.

**Access to YTD Fields in A/P and A/R** – Check this box if this person should be able to access year-to-date fields in A/R and A/P, otherwise leave blank.
Marina Supervisor – Is this person a Marina Management Supervisor? If “YES”, check this box otherwise leave blank.

User's Email Address – This is only required when using a Jonas wireless system.

Suppress cost in Parts lookup? – If checked, the user will be restricted from seeing the cost column in the Parts Lookups

Restrict date access in the S/C – If checked, the user will be restricted from change dates in Service Contract.

Deactivate this user (see F1 Help) – If checked, the users ability to access the program will be removed.

Cannot Change Own Password – If checked, this will disallow the user from changing their password via the tool bar.

Time Keeper Supervisor – Checking this box will enables this user to manage the timekeeper module.

Suppress Profit In Committed Cost Views – check this box to disallow the user from viewing any profit related information on the aforementioned screen.
Enter the User ID of the person who may have his/her menus or other security options changed by the person on the main screen. For example, an Accounting Supervisor would have the ability to change the security for people in the Accounting Department; therefore the members of the Accounting Department would be listed on this screen.

- or -

Press F2 to select from the list of Users.
Using the “Save as” function will allow you to setup a template user, by ability. When a new user is required, with like or similar abilities, you would copy User ID’s and create the new user, only having to modify the personal references such as name etc.
A/R Sub-Ledger Permissions

Enter the A/R Sub-Ledger code. (Each code you enter/select will be shown in the box on the right side of the screen when you select the ADD button.) - or - Press F2 to select from the list of Jobs.

To Remove a Selected Code: If you select a Sub-Ledger, then decide it is not the one you want, you may remove it from the "selected" list by double clicking the one you want to remove from the box on the right side of the screen (the computer will ask you to confirm that you want to remove it from the "selected" list).
Club Inventory Permissions

Restrict individuals to appropriate inventory areas that exist within Jonas.

Copy Menu

You may copy the menu design from one user to another by pressing Copy Menu. Select the User ID for the person whose menu you want to copy by clicking on the Lookup or by pressing F2.
POS Access

The following flags are used to define user rights and access in the POS module. All servers should have this area reviewed by the supervisor at time of Jonas access creation.

Fast Login to POS Entry – Logging on with this user name and password will start POS automatically.

POS Supervisor Access – This option, checked, will automatically enable the following 5 options: Can Edit Sent Items, Can Void Sent Items, Can Void Chits, Confirm Before Taking Server’s chit and the function to Assign Chits to Another Server. All the above options may be enabled individually or through the use of the POS Supervisor Access flag.

Can Edit Sent Items – Checking this option will give the user the ability to edit items on chits after they have been sent to kitchen.

Can Void Sent Items – Checking this option will give the user the ability to void items on chits after they have been sent to kitchen.

Can Void Chits – Turned on, this option will give the user permission to void chits in POS.

Confirm Before Taking Server’s Chit – This option will force the user to confirm the desire to pick up another server’s chit.
**Can Assign Chit to Another Server** – Permission to assign chits to other servers would be reserved for supervisors or senior employees.

**Server Does Not Have a Float** – This flag will prevent the confirmation of a float prior to start of shift.

**Can Edit G/L Accts in Menu Design** – This flag must be enabled to allow the user to modify the integration rules in POS profiles.

**Cannot Delete POS Items** – With this flag enabled, a user will be disallowed from deleting POS Items.

**Able to Purge POS Chits** – This flag must be enabled to allow the user to purge all un-posted chits. This flag is not usually enabled.

**Cannot use Comp Settlement** – This flag will prevent the user from selecting the settlement type SM5 - Discount/Comp in Point of Sale.
Club Management Options

The following flags are used to define user rights and access in the Gate Security module and Cash Card module:

- **Allow Gate Security – Daily Orders** – This flag will allow entry of Daily Orders in the Gate Security Module.

- **Allow Gate Security – Standing Orders** – This flag will allow entry of Standing Orders in the Gate Security Module.

- **Allow Gate Security – Services Orders** – This flag will allow entry of Services Orders in the Gate Security Module.

- **Can not EDIT Existing Gift Certs.** – This flag will restrict user from editing existing Gift Certificates.

- **Allow Cash Card Activation** – This flag will allow user to Activate Cash Cards.

- **Allow Cash Card Top Up** – This flag will allow user to Top Up Cash Cards.
Tee Time Management

The following flags are used to define user rights and access in the Tee Time module:

- Can NOT squeeze a tee time into a tee sheet
- Can NOT create a reservation
- Can NOT edit a reservation
- Can NOT delete a reservation
- Can NOT perform a reservation check-in
- Can NOT perform a reservation cancellation
- Can NOT perform a reservation no-show
- Can NOT undo a reservation check-in
- Can NOT undo a reservation cancellation
- Can NOT undo a reservation no-show
- Can NOT create course tee sheet blocks
- Can NOT remove course tee sheet blocks
- Can NOT create event tee sheet blocks
- Can NOT remove event tee sheet blocks
- Can NOT open a new tee sheet
- Can NOT move/copy a reservation
- Can NOT access Tee Time Mgmt from POS
- Can NOT maintain an open tee sheet
- Can NOT override golfer classification restrictions
- Can NOT create group reservations
- Can NOT remove group reservations
- Can NOT close tee sheets
- Can NOT access Tee Time Mgmt from Hotel
- Can override duplicate booking restrictions
- Can override rounds of golf restrictions
- Can override guest rounds of golf restrictions
- Can NOT access tee times reserved for starter
Field Level Security

The Field Level Security allows for field level restriction by user. Currently only the Member Master Information has this feature available. Use the various flags to determine if a user may view or edit specific fields.
The following flags are used to define user rights and access in the Banquet & Catering module relative to the Banquet Settlement features.
Indicate User Preferences

On this page, you can create your default user preferences. These are specific to each user I.D., and make it easier for the person to work according to their preferences. This doesn’t set security. It only assists in answering common system requirements by providing a default answer that may generally be correct. It will only require Enter to accept.

<table>
<thead>
<tr>
<th>User I.D.</th>
<th>Food &amp; Beverage Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Format</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>Help Level</td>
<td>Intermediate - show some F2 info</td>
</tr>
<tr>
<td>Smart Viewer Temp Folder</td>
<td></td>
</tr>
<tr>
<td>Menu Picture</td>
<td></td>
</tr>
<tr>
<td>Jonas ScreenSaver</td>
<td>[none]</td>
</tr>
<tr>
<td>User Font</td>
<td>MS Sans Serif</td>
</tr>
<tr>
<td>Bold</td>
<td>✔</td>
</tr>
<tr>
<td>Do not Display Task Manager</td>
<td>❑</td>
</tr>
<tr>
<td>Multi-location I.D.</td>
<td></td>
</tr>
<tr>
<td>Default A/R Subledger</td>
<td></td>
</tr>
<tr>
<td>Default A/P Subledger</td>
<td></td>
</tr>
<tr>
<td>Default Printer Style</td>
<td></td>
</tr>
<tr>
<td>Default Date</td>
<td>16112004 Nov 16, 2004</td>
</tr>
<tr>
<td>Use 'New' menu style</td>
<td>❑</td>
</tr>
</tbody>
</table>

**Date Format** – From the list, select the Date Format for this person: YYMMDD (e.g. 020803 = 2002 August 3). MMDDYY (e.g. 031402 = March 14, 2002), DDMMYY (e.g. 140302 = 14 March, 2002).

**Help Level** – From the list, select the "Help" level this person wants: For further information see F1 note on this field.

**Menu Picture** – Add your favorite picture to the main screen of your Jonas desktop. Set the path to the location your picture is stored.
**Default Company** – From the list, select the Company with which the User normally works.

**Default Date** – The default date is automatically set to the current date whenever the User logs into the computer. If the default date is changed on this screen, it will only be in effect for the current session (i.e. until the User logs out).

**Use “New” Menu Style** – You now have the option to employ a new look for your Jonas menu style. The following is a sample of the “New Menu Style”.

![Sample of New Menu Style](image)

**Tip:** You can look up information on all the options on this screen by using the F1 notes on each field.
User Event Log

This program allows you to print the User Event Log for a particular range of dates. This is an important maintenance tool. It reports on all user activity over the course of a specified date range. Any changes made to General Ledger links, option flags, menu options, etc. will be tracked in this report.

It will record the date, time, User ID, Terminal ID, and what was changed.

Sample Report:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>User ID</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 16/04 0:49pm</td>
<td>CLUB</td>
<td>AC Field Level Security for AR/Account: All other files CRE</td>
<td></td>
</tr>
<tr>
<td>Nov 16/04 0:49pm</td>
<td>CLUB</td>
<td>AC Field Level Security for AR/Account: Created</td>
<td></td>
</tr>
<tr>
<td>Nov 16/04 3:29pm</td>
<td>CLUB</td>
<td>AC User ESCAPED from program GJC00</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 0:07pm</td>
<td>CLUB</td>
<td>AC VS1 for User FB: Created</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 4:48pm</td>
<td>CLUB</td>
<td>AC POP: Suppress Your Grats/Svc from Shift Report</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 4:46pm</td>
<td>CLUB</td>
<td>AC CHIT : Device Driver LASER --&gt; POS_EPSN.TM2</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 4:41pm</td>
<td>CLUB</td>
<td>AC LASER : Tray/Source ID --&gt; 7</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 4:41pm</td>
<td>CLUB</td>
<td>AC LASER : Suppress Form Feed --&gt; N</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 4:41pm</td>
<td>CLUB</td>
<td>AC LASER : Device/Files Name --&gt; \main\Hospitality</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 1:03pm</td>
<td>CLUB</td>
<td>AC CHIT : Link File Name C:\GJC\LOCAL\GJC\WIN\data CRE</td>
<td></td>
</tr>
<tr>
<td>Nov 12/04 2:24pm</td>
<td>GJSYSTEM</td>
<td>AC GJ/CARD/GJ9999 00: Created</td>
<td></td>
</tr>
<tr>
<td>Nov 12/04 12:47pm</td>
<td>CLUB</td>
<td>AC POP: Only Apply Maximum Inside a Time Range --&gt; CRE</td>
<td></td>
</tr>
<tr>
<td>Nov 12/04 12:47pm</td>
<td>CLUB</td>
<td>AC POP: Suppress Your Grats/Svc from Shift Report</td>
<td></td>
</tr>
<tr>
<td>Nov 12/04 10:57am</td>
<td>CLUB</td>
<td>AC Auto Apply Credit Balance was run by CLUB on 200 RNR</td>
<td></td>
</tr>
<tr>
<td>Nov 12/04 9:02am</td>
<td>CLUB</td>
<td>AC Selected stmts were run by CLUB on Nov 30/04 RNR</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 9:29pm</td>
<td>CLUB</td>
<td>AC Selected stmts were run by CLUB on Nov 15/04 RNR</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 9:23pm</td>
<td>CLUB</td>
<td>AC Club Forms-GJ: Member Statements GJK25GU --&gt; GJK2 CRE</td>
<td></td>
</tr>
<tr>
<td>Nov 15/04 9:21pm</td>
<td>CLUB</td>
<td>AC Apply Membership Fees was run by CLUB on 20041111 RNR</td>
<td></td>
</tr>
<tr>
<td>Nov 11/04 9:11pm</td>
<td>CLUB</td>
<td>AC Apply Membership Fees was run by CLUB on 20041111 RNR</td>
<td></td>
</tr>
<tr>
<td>Nov 11/04 9:10pm</td>
<td>CLUB</td>
<td>AC Club Opt-X/: Multiple Fee Bill. posting/month N CRE</td>
<td></td>
</tr>
</tbody>
</table>

Version 11

Club and Hotel – System Administrator - 44 -
Jonas System Log

This Log will allow you to identify several errors encountered by the system. It is also a useful diagnostic tool for Jonas support. This can be found under System Administration, JONAS Admin Tools.

Prints a system log of activity such as:

- User **ESCAPED** from program
- User **didn’t log out** properly
- **ERRORS** encountered

Sample Report:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>ID</th>
<th>Error</th>
<th>Program</th>
<th>Stmt#</th>
<th>Lvl</th>
<th>Rel.</th>
<th>Ver.</th>
<th>Action</th>
<th>Trc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 19/04 2:39pm</td>
<td>CLUB</td>
<td>AC 0</td>
<td>POSAPREP</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 19/04 7:38pm</td>
<td>RA</td>
<td>AC 0</td>
<td>POSAPREP</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 19/04 12:35pm</td>
<td>CLUB</td>
<td>AC 12</td>
<td>GJNFP30</td>
<td>7220</td>
<td>1</td>
<td>11.1.0334</td>
<td>EXITED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 19/04 9:05am</td>
<td>CLUB</td>
<td>AC 0</td>
<td>POSAPREP</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 19/04 8:52am</td>
<td>CLUB</td>
<td>AC 0</td>
<td>POSAPREP</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 17/04 8:52pm</td>
<td>T0 12</td>
<td>CHECKDFC</td>
<td>2110</td>
<td>5</td>
<td>11.1.0334</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sep 28/04 7:31am</td>
<td>GJSYSTEM</td>
<td>T3 42</td>
<td>PUSH50</td>
<td>610</td>
<td>1</td>
<td>11.1.0334</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 28/04 7:28am</td>
<td>GJSYSTEM</td>
<td>T3 42</td>
<td>PUSH50</td>
<td>610</td>
<td>1</td>
<td>11.1.0334</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 21/04 4:53pm</td>
<td>RD 8</td>
<td>CHECKDFC</td>
<td>7610</td>
<td>5</td>
<td>11.1.0375</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 21/04 4:20pm</td>
<td>SP 12</td>
<td>GJC00</td>
<td>64020</td>
<td>1</td>
<td>11.1.0355</td>
<td>EXITED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 21/04 4:19pm</td>
<td>SP 12</td>
<td>GJC00</td>
<td>64020</td>
<td>1</td>
<td>11.1.0355</td>
<td>EXITED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 21/04 4:19pm</td>
<td>SP 12</td>
<td>GJC00</td>
<td>64020</td>
<td>1</td>
<td>11.1.0355</td>
<td>EXITED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 28/04 8:28am</td>
<td>PP 13</td>
<td>CHECKDFC</td>
<td>3660</td>
<td>4</td>
<td>11.0.0537</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 28/04 8:27am</td>
<td>PP 13</td>
<td>maint</td>
<td>4860</td>
<td>6</td>
<td>11.0.0537</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 28/04 8:27am</td>
<td>PP 13</td>
<td>CHECKDFC</td>
<td>3690</td>
<td>4</td>
<td>11.0.0537</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 28/04 8:26am</td>
<td>PP 27</td>
<td>maint</td>
<td>5190</td>
<td>6</td>
<td>11.0.0537</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 28/04 8:25am</td>
<td>PP 27</td>
<td>maint</td>
<td>5120</td>
<td>6</td>
<td>11.0.0537</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 28/04 8:25am</td>
<td>PP 0</td>
<td>maint</td>
<td>5030</td>
<td>6</td>
<td>11.0.0537</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 28/04 8:24am</td>
<td>PP 0</td>
<td>maint</td>
<td>5020</td>
<td>6</td>
<td>11.0.0537</td>
<td>ESCAPED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Jonas Release / Enhancements

Every change made to the Jonas system is documented and dated within the Release / Enhancements section. Whenever new program updates are loaded, this section is automatically updated, listing all new system enhancements chronologically. Click on the column headers to sort by Module, Type of change or Effective Date.

<table>
<thead>
<tr>
<th>Rel #</th>
<th>Type</th>
<th>Module</th>
<th>Description</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1.0329</td>
<td>UPDATE</td>
<td>CLUB</td>
<td>Create/Edit Card - Security Algorithm</td>
<td>20040802</td>
</tr>
<tr>
<td>11.1.0346</td>
<td>BETTER</td>
<td>CLUB</td>
<td>Bank Pre-Authorized Payments</td>
<td>20040719</td>
</tr>
<tr>
<td>11.1.0299</td>
<td>NEW</td>
<td>POS</td>
<td>Bacchus Gourmet Bar Liquor Control Interface</td>
<td>20040707</td>
</tr>
<tr>
<td>11.1.0297</td>
<td>NEW</td>
<td>HOTEL</td>
<td>Report Generator Codes - I01, I02</td>
<td>20040705</td>
</tr>
<tr>
<td>11.1.0298</td>
<td>BETTER</td>
<td>M/M</td>
<td>Highlight Buttons With Information</td>
<td>20040625</td>
</tr>
<tr>
<td>11.1.0285</td>
<td>NEW</td>
<td>CLUB</td>
<td>Batch PAP Bank Interface - W - Web/BACS UK</td>
<td>20040702</td>
</tr>
<tr>
<td>11.1.0285</td>
<td>NEW</td>
<td>C1</td>
<td>Status Codes for Club Inventory P.O.s</td>
<td>20040629</td>
</tr>
<tr>
<td>11.1.0282</td>
<td>NEW</td>
<td>CLUB</td>
<td>PAP Interface F-Albany/BACS-UK</td>
<td>20040624</td>
</tr>
<tr>
<td>11.1.0281</td>
<td>NEW</td>
<td>P/O</td>
<td>Receive Parts Against P.O. - UPG Scanner</td>
<td>20040624</td>
</tr>
<tr>
<td>11.1.0278</td>
<td>NEW</td>
<td>HOTEL</td>
<td>Second Deposit Details</td>
<td>20040622</td>
</tr>
<tr>
<td>11.1.0277</td>
<td>NEW</td>
<td>BAHQ</td>
<td>Ability To Repeat POS Items Under Services</td>
<td>20040622</td>
</tr>
<tr>
<td>11.1.0270</td>
<td>BETTER</td>
<td>USPR</td>
<td>Rate and Fringe Tables - Prevailing Wage OT/DT</td>
<td>20040622</td>
</tr>
<tr>
<td>11.1.0265</td>
<td>NEW</td>
<td>CLUB</td>
<td>Standard Member Card Design</td>
<td>20040621</td>
</tr>
<tr>
<td>11.1.0264</td>
<td>BETTER</td>
<td>M/M</td>
<td>Improvement to Files Deletion Option</td>
<td>20040621</td>
</tr>
<tr>
<td>11.1.0263</td>
<td>BETTER</td>
<td>T/K</td>
<td>Clock In/Clock Out and Main Server Time</td>
<td>20040621</td>
</tr>
</tbody>
</table>

Search for: [Search Box]
Type Filter: [Show ALL]
Display From Version: [10.9]
Clicking on one of the notes will bring up the details for that particular entry. The notes are meant as a supplement to the text files you receive and should be reviewed with every update.

The author of this Application Brief is Gary Phillips.

This Application Brief was last reviewed and edited by Mary Tsambourlianos.
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Participants | Date | Initials
-------------|------|--------
-------------|------|--------
-------------|------|--------
System Administrator – Notes: