

Signing In · การเข้าสู่ระบบ

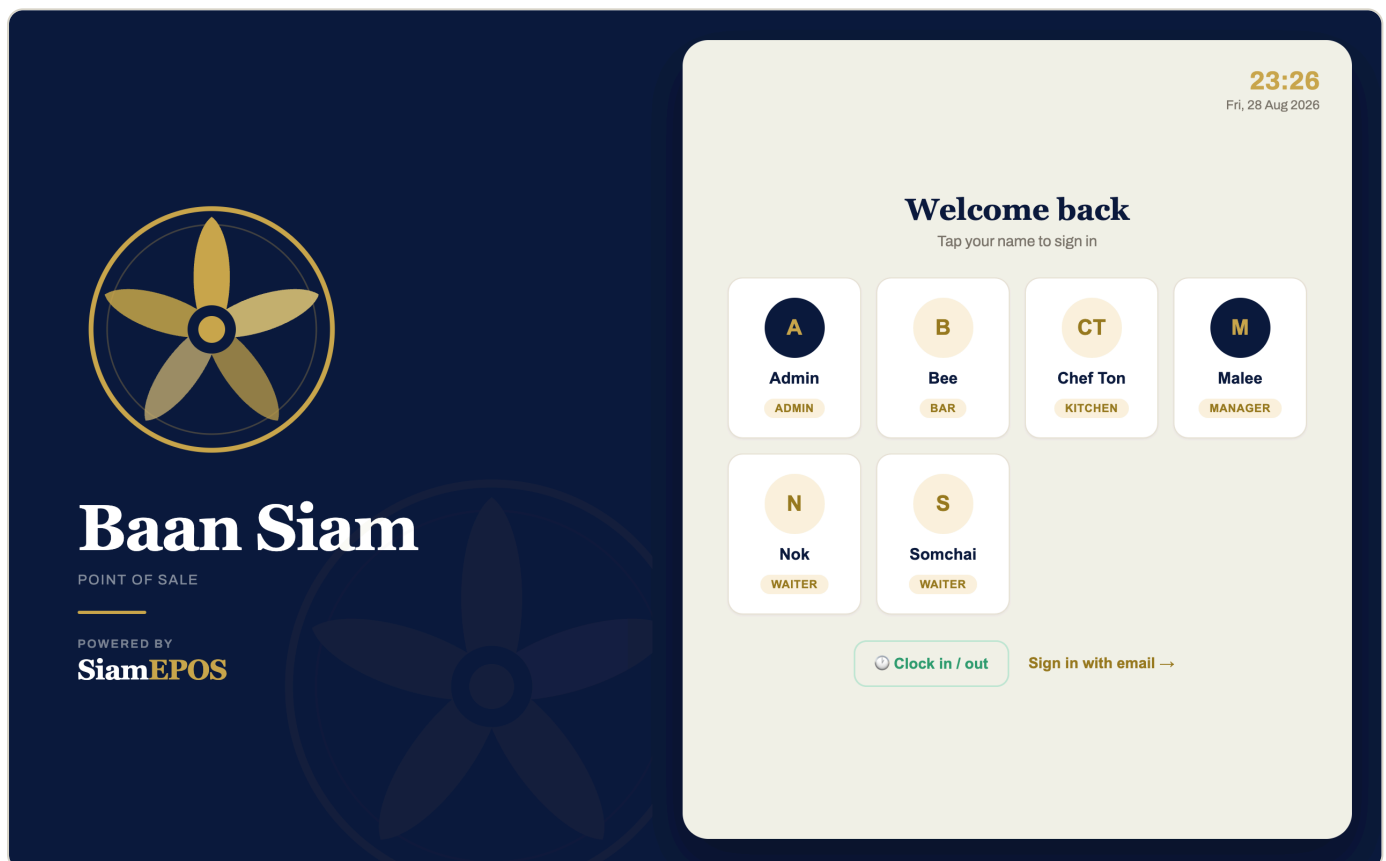
SiamEPOS

What this screen is for

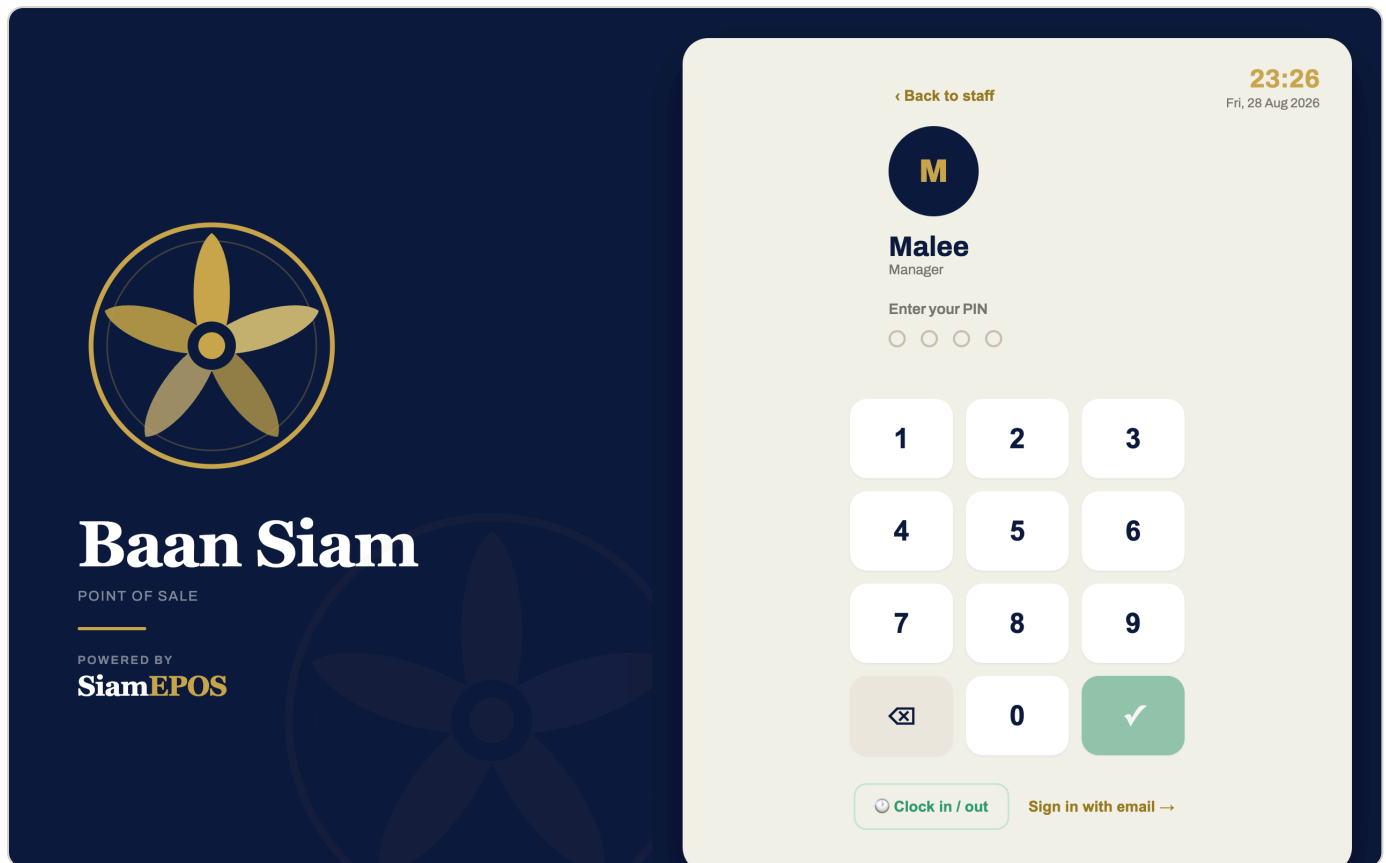
The till always rests on the sign-in screen. Nobody can take an order, open the drawer or touch a bill without signing in first — so every action in SiamEPOS is stamped with a real person's name. That stamp follows through to kitchen tickets (“sent by Malee”), the drawer log, voids and the reports.

Step by step

1. **Tap your name tile.** Tiles show each person's initial, name and role.
2. **Enter your 4-digit PIN** on the pad.  deletes a digit; **< Back to staff** returns to the name tiles if you tapped the wrong person.
3. The till opens on the floor map (or the counter screen, depending on your venue's setup — see Guide 3).



Standard sign-in: name tiles, then PIN. The clock and date sit top-right; the restaurant's own logo and name fill the left panel.

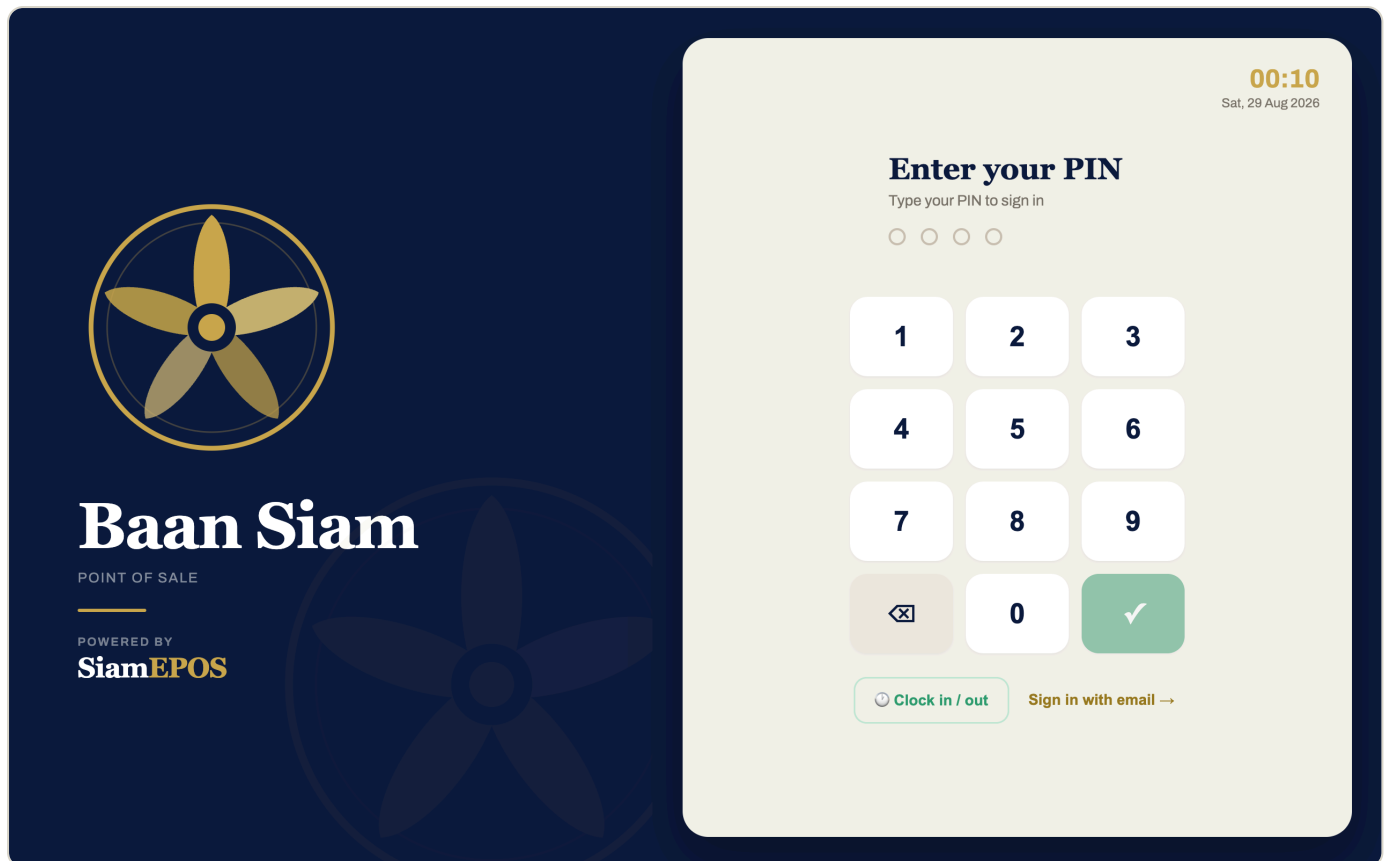


The PIN pad after tapping a name.

The two sign-in styles — and what changes

Admin → Settings →  **Till Security** chooses how this screen behaves (details in the Settings Guide):

Setting	What staff see
Name tiles (default)	Tap your name → type your PIN. Friendly for small teams; the tile list also shows at a glance who is set up on the till.
PIN-only sign-in ON	No name list — just a PIN pad. Faster for big teams and tidier when many staff share one till. Every PIN must be unique (the till enforces this), because the PIN alone identifies the person.



The same screen with **PIN-only sign-in** switched on — staff type their PIN straight away, no name tap needed.

First time on a new till

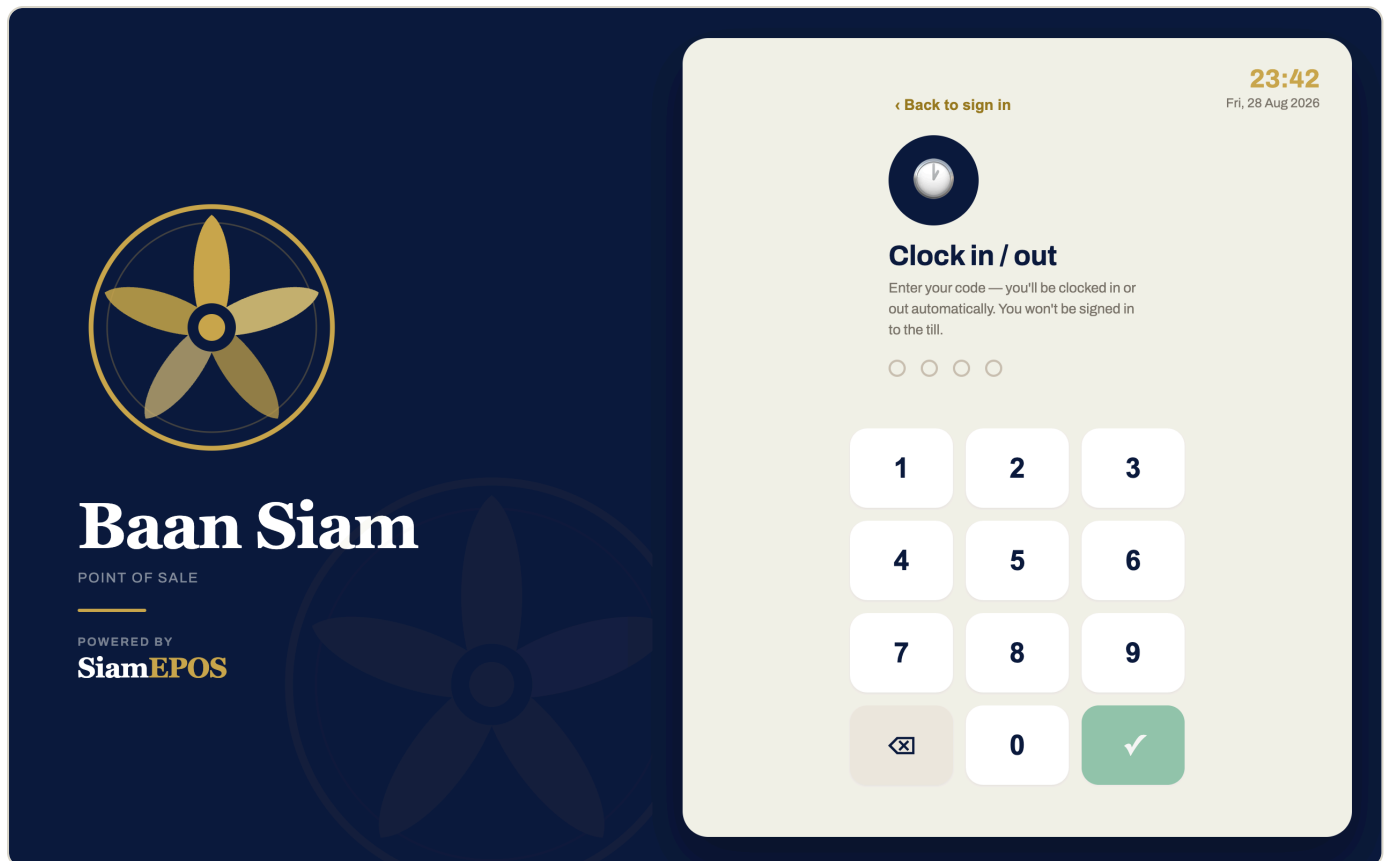
A brand-new install has one starter login (**Admin**). On its first sign-in the till asks you to **change the starter PIN** before anything else — choose your own 4 digits. Add the rest of the team in Admin → Staff, each with their own PIN and role.

Never share PINs. A shared PIN means the reports can't tell you who did what — and manager-PIN approvals (comps, deleting bills) stop meaning anything. Every person gets their own.

Clocking in and out (working hours)

 **Clock in / out** on the sign-in screen records hours *without* signing you in:

1. Tap  **Clock in / out** when you arrive.
2. Enter your PIN — the till says “clocked in” and stays on the sign-in screen.
3. Do the same when you leave — the till pairs the two into a shift automatically.



Clocking in — separate from signing in. Hours appear in Admin → Staff → Clock Records, with CSV export for payroll.

Clocking in ≠ signing in. Clock in when you arrive for your shift; sign in when you need to use the till. Front-of-house staff normally do both; kitchen staff who never touch the till still clock in and out so their hours are recorded.

Signing out — and the automatic ways it happens

- **Log out** (top right) — always available. The till returns to the sign-in screen; the next login always lands on the home screen (never on whatever screen the last person left open).
- **Auto sign-out when idle** (Settings → Till Security) — after 1/2/5/10 minutes untouched, the till signs out by itself. Unsent basket items are kept on the table; kitchen and bar displays are never signed out.
- **Send-lock** (Settings → Till Security) — if enabled, the till flashes “✓ Order sent” after every send and returns to the PIN screen, ready for the next waiter. See Guide 5.

Owner sign-in with email

Sign in with email → is the owner's login (email + password rather than PIN) — used for the Back Office view and, where enabled, secure remote access. Staff never need it for daily service.