

Administrative Functions for a Centralized Account Number

Administrators of a Centralized Account Number have additional administrative functions available in Lighthouse Transaction Manager when signed in using the Centralized Account Number – this document reviews those functions.

Creating and Editing User Shifts

Administrators of a Centralized Account Number are able to create and edit user shifts for the Centralized Account Number and for the Serial/Account Numbers within the Centralized Account Number.

To create or edit user shifts, complete the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select **User > User Shifts**.
3. On the User Shifts page, select the **Main Account** list to view all Serial/Account Numbers within the Centralized Account Number.

Shift4 PAYMENTS | Lighthouse Transaction Manager

Welcome, hsmith (Acct #80) | Sign Out

User Shifts

Transactions ▾ It's Your Card ▾ 4Go ▾ Settings ▾ User ▾ Help ▾

Main Account ▾
Main Account
Brad's Resort (Acct #35)
EMV Testing Nov 11 (Acct #45)
Global2 Payments Resort (Acct #425)
Kevin's Resort (Acct #13)
Steve's Alternate Resort (Acct #11)
Steve's Resort (Acct #14)

Scheduled Work Shift Description	---Days---							#	---Times---	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Start	Stop
Banker's Hours			☑	☑	☑	☑	☑	1	08:00 AM	05:00 PM

4. Select **Main Account**, or select the Serial/Account Number the user shift will be created in or exists in for editing.



Note: Main Account signifies the Centralized Account Number.

