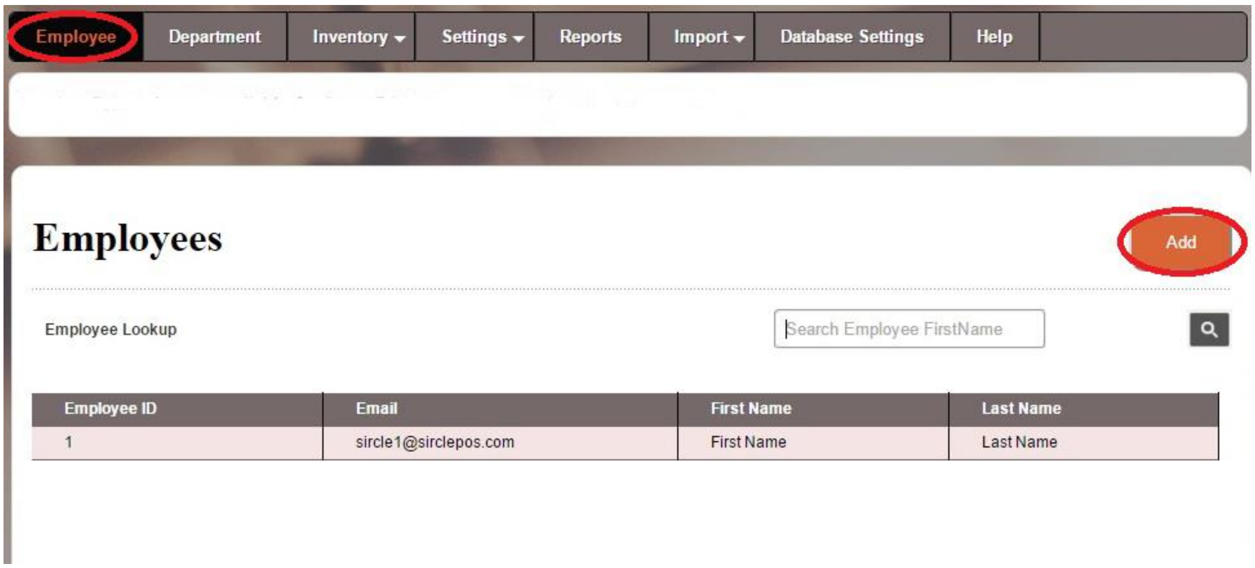
Employee Permissions

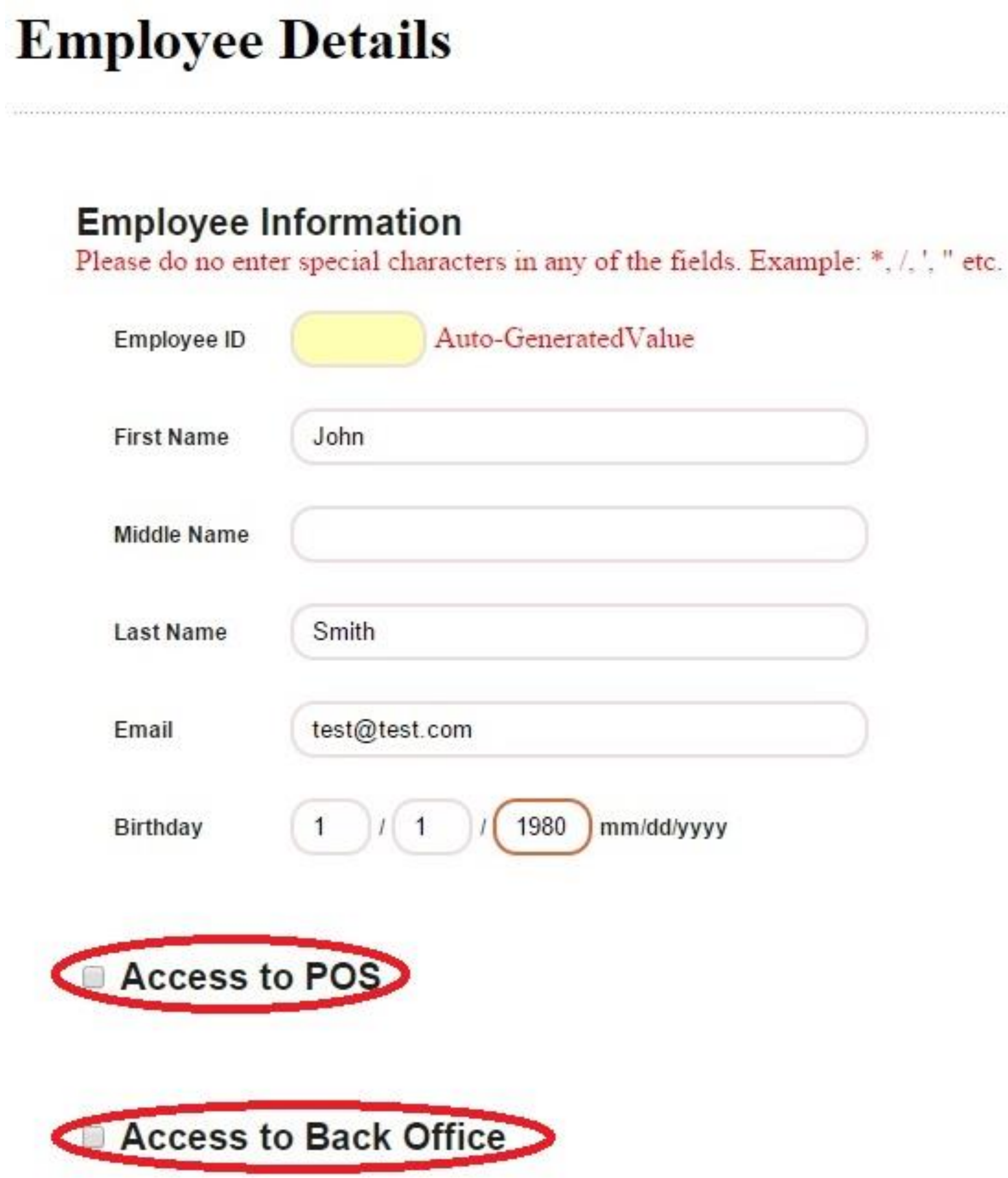
Setting Employee Permissions

1. Using the back office you can add and manage your employees. This including setting up custom job types, permissions, and log in credentials for anyone working.
    - Start by heading to the employee tab in the back office. Here you will be able to see and modify any employees that you have set up. The master account with your main email will already be shown.
    - To add a new employee simply click the “Add” button.



2. Enter relevant general employee information.
    - From here you can input your employee’s name, email, etc..

- Once you finish with the general information you can edit either "Access to POS" or "Access to Back Office".



Employee Details

Employee Information

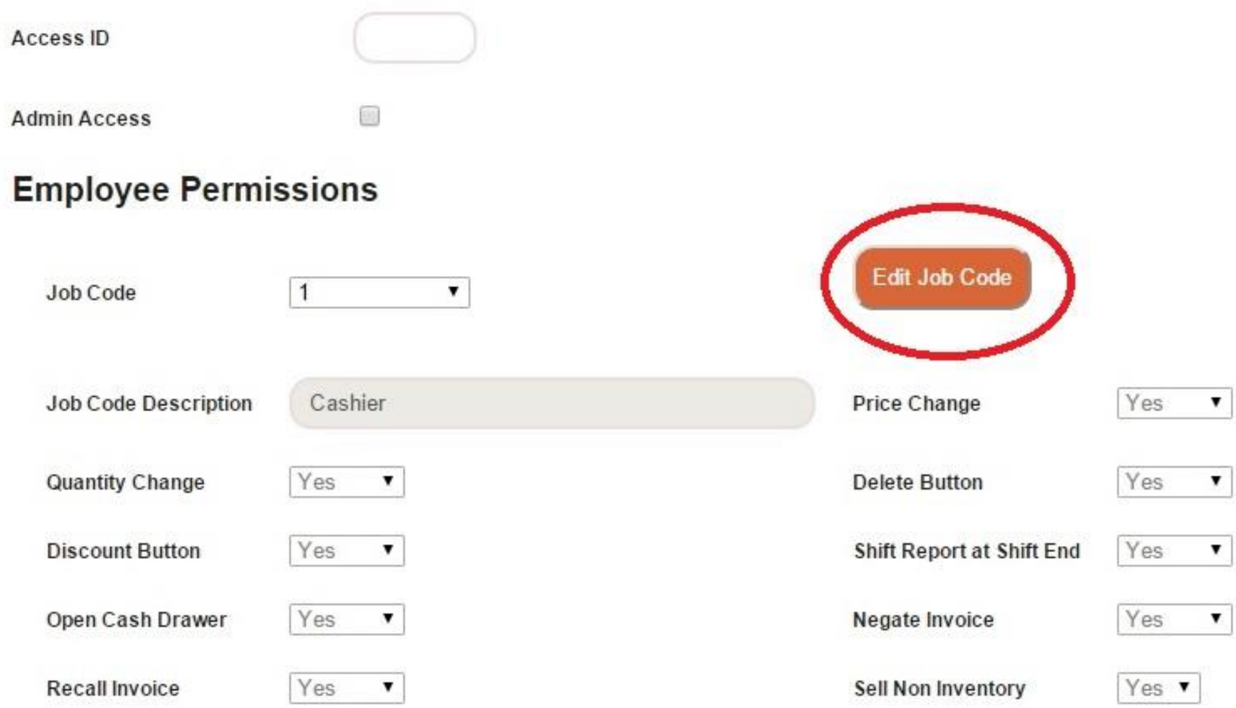
Please do no enter special characters in any of the fields. Example: *, /, ', " etc.

Employee ID		Auto-GeneratedValue
First Name	John	
Middle Name		
Last Name	Smith	
Email	test@test.com	
Birthday	1 / 1 / 1980	mm/dd/yyyy

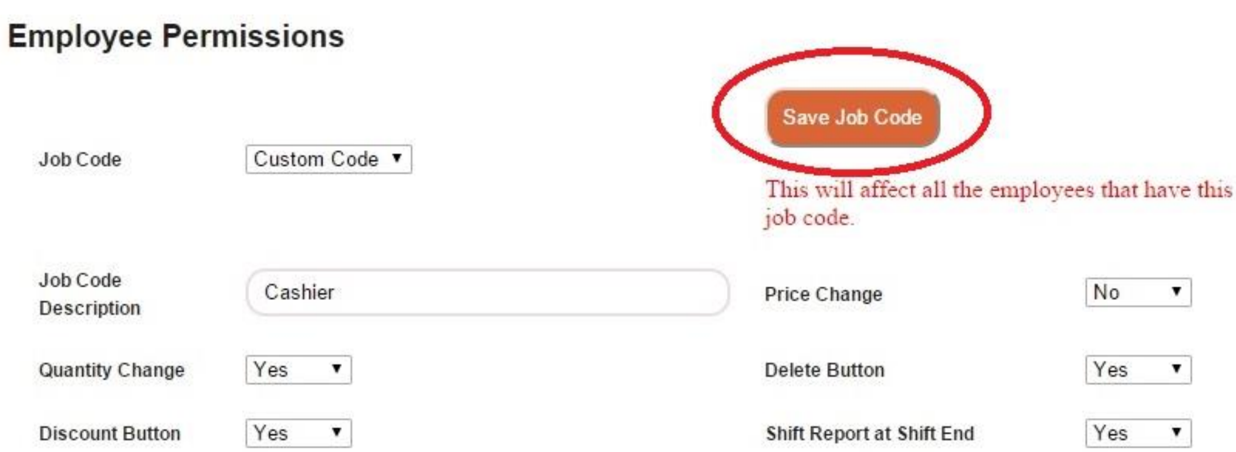
Access to POS

Access to Back Office

3. Job Codes and Permissions.
    - You can edit and designate different job codes by using the “Edit Job Code” button. For example, cashiers might have some basic permissions but managers would have them all.



    - The “Edit Job Code” button will become a “Save Job Code” button while you are making edits. When you are done editing job codes you can assign them to employees and save your choice.



4. Back Office Access.
    - If you would like certain employees to be able to access the back office you can use this window to set this up.
    - Simply create an email and password for any corresponding employees and save them. They will now be credentials for logging in.