Admin Center - Employees - Creating Roles

12 Steps <u>View most recent version</u>

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Go to staging-management.silverwarepos.com

STEP 2

Click on Employees

Scheduling		Corporate Admin	
POS panel designer		Don't Allow Changes	
	~	Kitchen	
으 Employees		Manager	
Users		Master	
Jobs		Nite-Manager	
6 Permissions	~	Owner	
止 Import/Export	~	Server	
		Supervisor	
		Showing 1 to 10 of 10 entries	



Click on Roles

Operations	~	Kitchen
으 Employees	^	Manager
Users		Master
Roles		Nite-Manager
6 Permissions	~	Owner
Jmport/Export	~	Server
		Supervisor
		Showing 1 to 10 of 10 entries

STEP 4

Click on Search for the role you are looking for

es	
ons Class	Name ~
evels Avgilability	Bartender
ling	Corporate Admin
anel designer	Don't Allow Changes
tions 🗸	Kitchen



How to add new role

^	D Search for the role you are looking for
	Name 🗸
	Bartender
	Corporate Admin
ier	Don't Allow Changes
~	Kitchen
^	Manager
	Master
	Nite-Manager

STEP 6

General Tab Settings

Name Labour Scheduling System access level

^	< Roles						
	• General	Role name Creating a role					
	Operation	Name	Create a class name				
	Managerial						
ty	System	Labour scheduling					
gner	Screen	System access level	0				
~	Permission						
^							
~							
t v							



Operation Tab Settings

- Sign in requires manager
- $\cdot\,$ Sign out requires manager
- Sign out Rpt.
- Reservation Module
- Suppress sign-out Rpt.
- Display all reports
- No sale requires Mgr.
- Occupy table
- Recall table
- Close table
- Cash and carry
- Trigger drawer
- Check schedule
- · Clover role
- Item lookup
- Password expiry (in Days)

Operation I Sign in requires manager I Sign out re	Role name Creating a role	io le name Creating a role						
Sign in requires manager Image: Sign out requires manager Sign out Rpt. requires Mgr Image: Sign out Rpt. Suppress sign-out Rpt. Image: Sign out Rpt. No sale requires Mgr. Image: Sign out Rpt. Recall table Image: Sign out Rpt. Cash and carry Image: Sign out Rpt. Check schedule Image: Sign out Rpt. Image: Sign out Rpt. Image: Sign out Rpt. Sign out Rpt. Image: Sign out Rpt. Image: Sign out	Operation							
Sign out Rpt. requires Mgr Image: Sign out Rpt.	Sign in requires manager			:	Sign out requires manager			
Suppress sign-out Rpt. Image: Suppress sign-out Rpt. <	Sign out Rpt. requires Mgr			:	Reservation module			
No sale requires Mgr. Image: Cocupy table Image: Cocupy table Recall table Image: Cocupy table Image: Cocupy table Cash and carry Image: Cocupy table Image: Cocupy table Check schedule Image: Cocupy table Image: Cocupy table Item lookup Image: Cocupy table Image: Cocupy table Item lookup Image: Cocupy table Image: Cocupy table	Suppress sign-out Rpt.			:	Display all reports			
Recall table I Close table Cash and carry I Trigger drawer Check schedule I Clover role Item lookup I Password expiry (in Days)	No sale requires Mgr.			:	Occupy table			
Cash and carry Image: Trigger drawer Check schedule Image: Clover role Clover role Item lookup Image: Password expiry (in Days) Image: Open role	Recall table			÷	Close table			
Check schedule Item lookup Clover role Clover Item lookup Item lookup Password expiry (in Days) 0	Cash and carry			÷	Trigger drawer			
Item lookup Password expiry (in Days) 0	Check schedule			÷	Clover role	Clove		
	ltem lookup			÷	Password expiry (in Days)	0		

STEP 8

Managerial Tab Settings

- Sign in
- \cdot Sign out
- Sign out report
- No sale
- \cdot Open price



- Negative open price
- Restrict payments
- Remove payment
- Large gratuities
- Order item requirement
- Max prints
- Max order splits
- Overbook reservations
- \cdot Discount
- \cdot Void
- Transfer
- Reprint check
- Reopen check
- Tax exempt
- Price level
- · Pay-In/Pay-Out/Blind-Drop
- Pay at table cancellation
- $\cdot\,$ Order client or date change
- Blind drop
- · Refund
- Assign client
- Create client
- Modify client
- Sign-out users
- Tip in
- Tip out
- $\cdot\,$ Transfer btw c/c
- · Order split after printing





System Tab Settings

- Exit POS
- \cdot End of day
- · Settle credit cards
- $\cdot\,$ List orders screen
- Print check
- Print close stub
- · Reopen
- Change tip/tender
- Reopen any check
- · Change tender
- Reprint close stub
- List open
- List paid
- Send email
 - Users above
 - Users below
 - Users same level

System								
Exit POS		: в	ind of day			Settle credit cords		
List orders screen		: P	Print check		-	Print close		
Reopen		: c	hange tip/tender			Reopen any check		
Change tender	•	: R	Reprint close stub			List open	No	~ :
List paid	No			_				- 1
Send email								
Users abave								
Users below	•							
Users same level	•							

STEP 10

Screen Tab Settings

- Manager options
- Reports
- $\cdot\,$ System settings
- \cdot Floorplans



- · Order item requirements
- Reservation setup
- Test peripherals
- License
- Store cfg tool
- Menu item countdown
- Remove locks
- Menus
- Clients
- Employees
- Jobs
- Discount reasons
- \cdot Void reasons
- Payment methods
- Pay-in/out reasons
- \cdot Gratuities
- System dates
- · Check in/out
- Services
- Security groups
- Labour scheduler
- Signed in users
- $\cdot\,$ Credit card list
- \cdot Themes
- Cash float counting

Monoger options I Reports I Reports I Reports I Reservation satup I I Reservation satup I	Screen		
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Clerets Implyees	Menu item countdown	Remove locks	Menus
Discourt reasons I Void reasons I Void reasons I System dates I	Clients	Employees	i Jobs
Poy-in/Out reasons I Gradutiles I System dates I System dates I I Security groups I I I Security groups I I Security groups I I I Security groups I I I Security groups I I I I I I I Security groups I </td <td>Discount reasons</td> <td>: Void reasons</td> <td>Payment methods</td>	Discount reasons	: Void reasons	Payment methods
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Labour scheduler E Signed in users E Credit card list E Credit card li	Clock in/out	: Services	Security groups
Thems Cash float counting	Labour scheduler	E Signed in users	Credit card list
	Themes	E Cash float counting	I



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STEP 11
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Permissions Tab Settings

- Disable change tip button
- Modify points
- Disable change total button
- Disable change amount button
- Disable remove payment button
- Allow access (Store config 2.0)





Click on Save

	? &
	Save 🗸
	G Store assignment
	Assignments for
	All Stores
	Canada
:	Brunswick
:	Central
	Store Group



