

Admin Center - Employees - Creating Roles

12 Steps [View most recent version](#) 

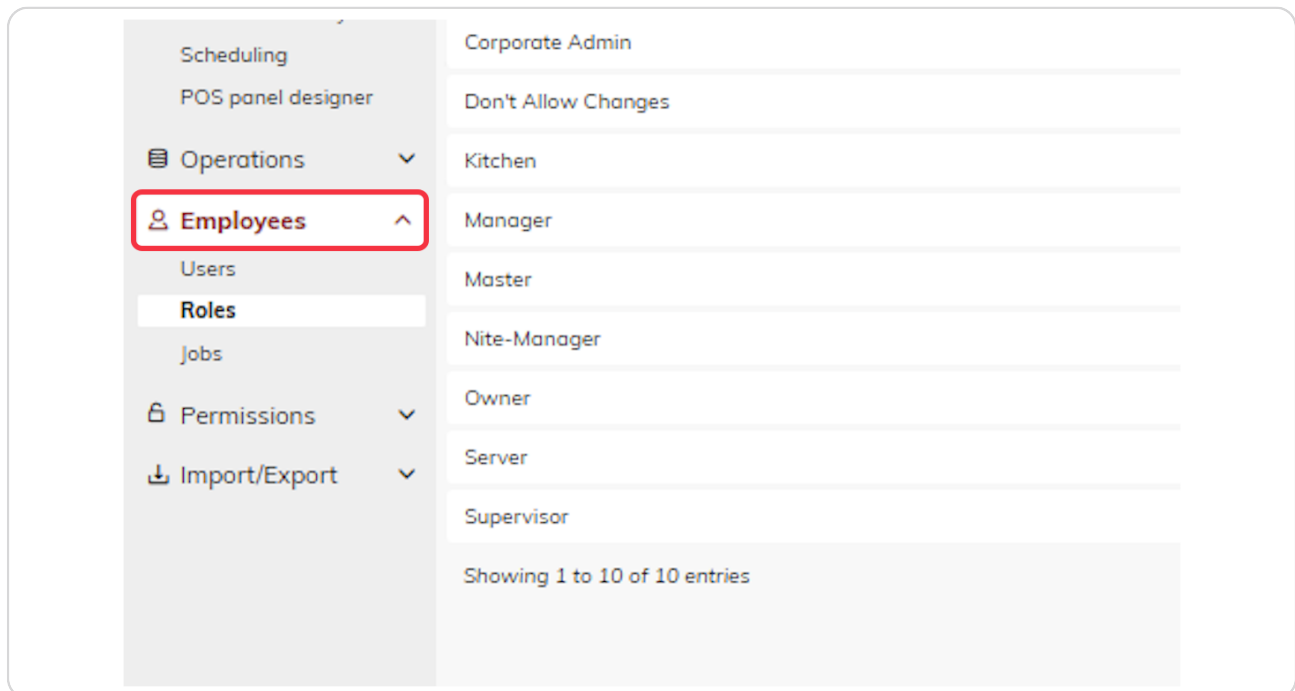
Created by	Creation Date	Last Updated
Thomson Tang	May 3, 2023	May 29, 2023

STEP 1

[Go to staging-management.silverwarepos.com](https://staging-management.silverwarepos.com)

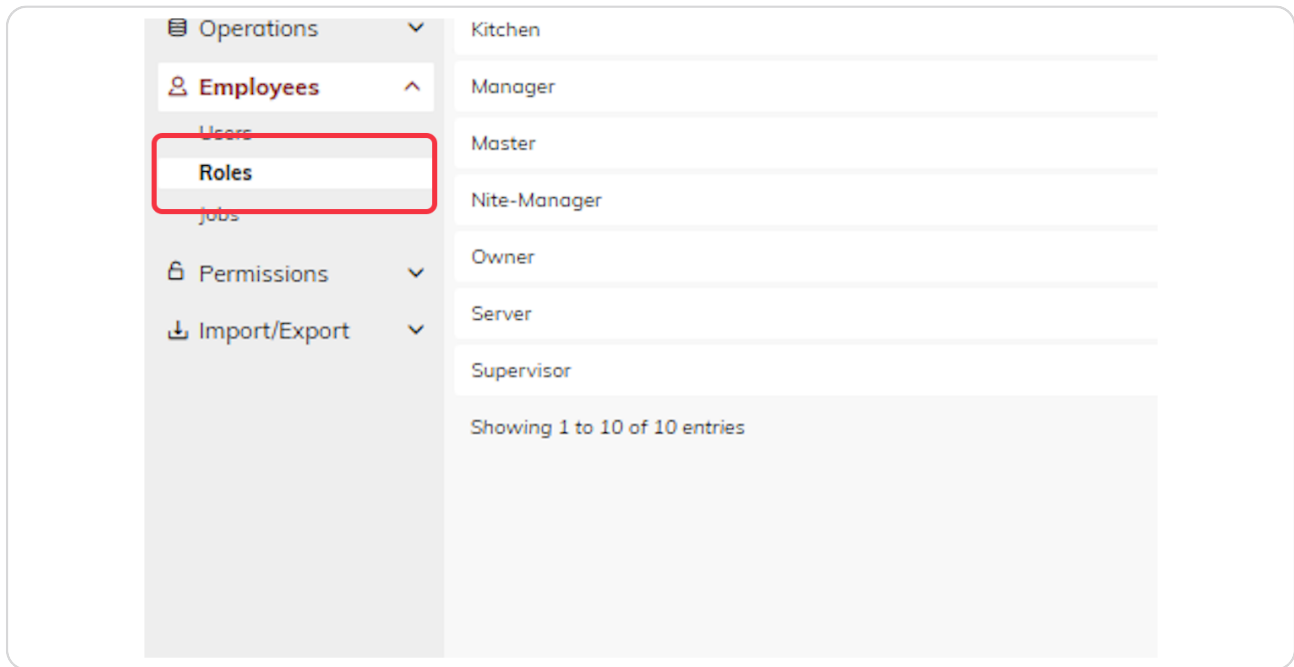
STEP 2

Click on Employees



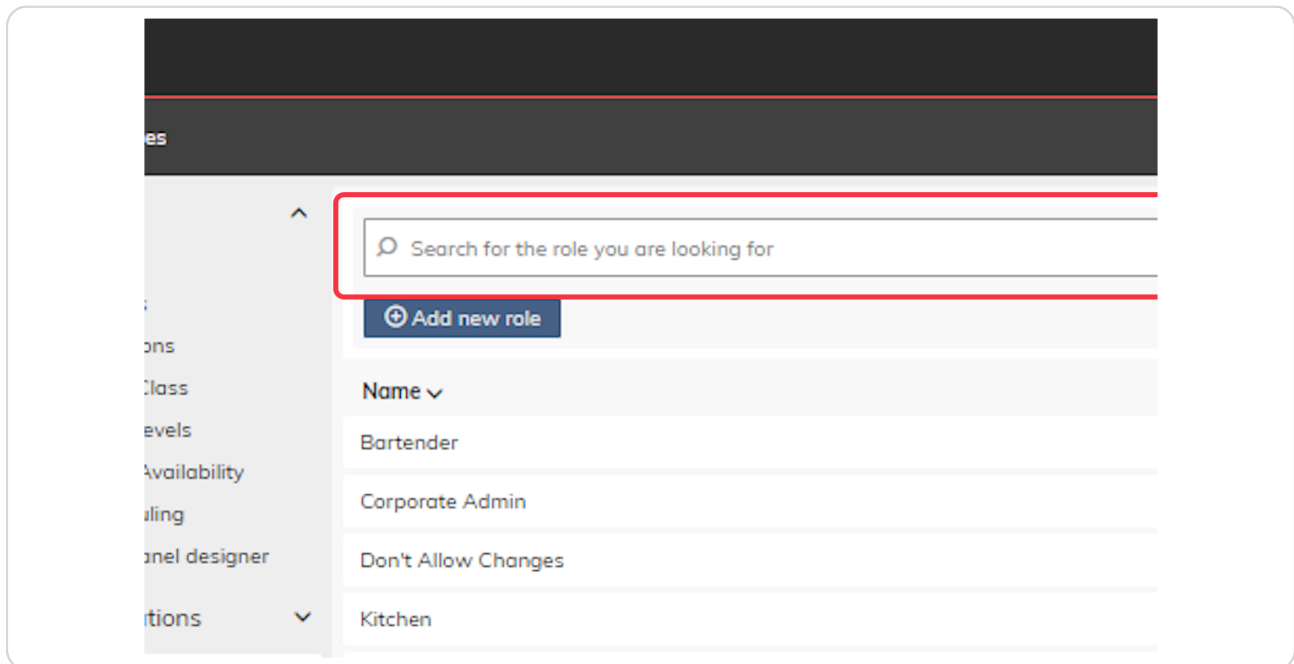
STEP 3

Click on Roles



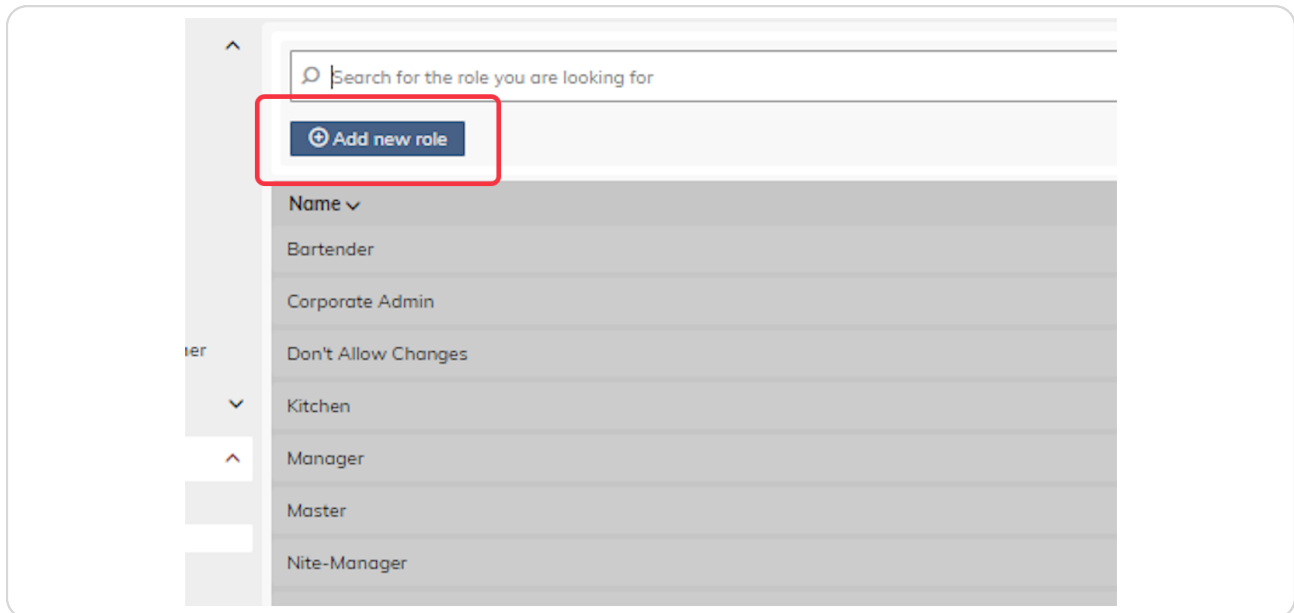
STEP 4

Click on Search for the role you are looking for



STEP 5

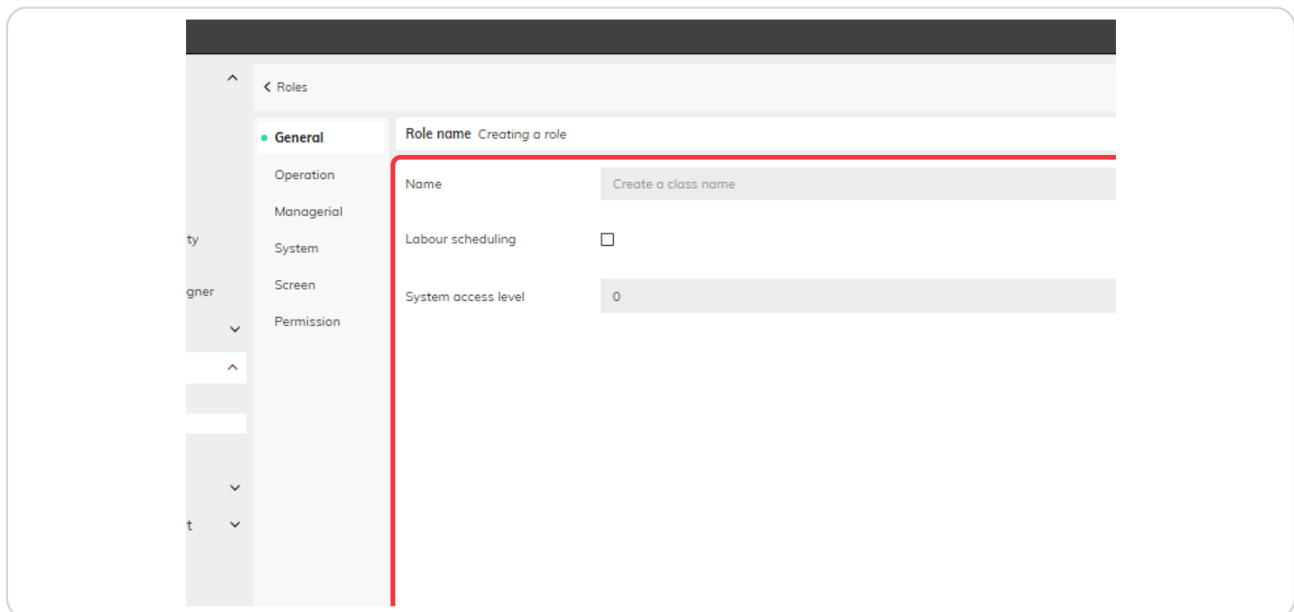
How to add new role



STEP 6

General Tab Settings

Name
Labour scheduling
System access level



STEP 7

Operation Tab Settings

- Sign in requires manager
- 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)

Role name Creating a role

Operation

Sign in requires manager

Sign out Rpt. requires Mgr

Suppress sign-out Rpt.

No sale requires Mgr.

Recall table

Cash and carry

Check schedule

Item lookup

Sign out requires manager

Reservation module

Display all reports

Occupy table

Close table

Trigger drawer

Clover role

Clover

Password expiry (in Days)

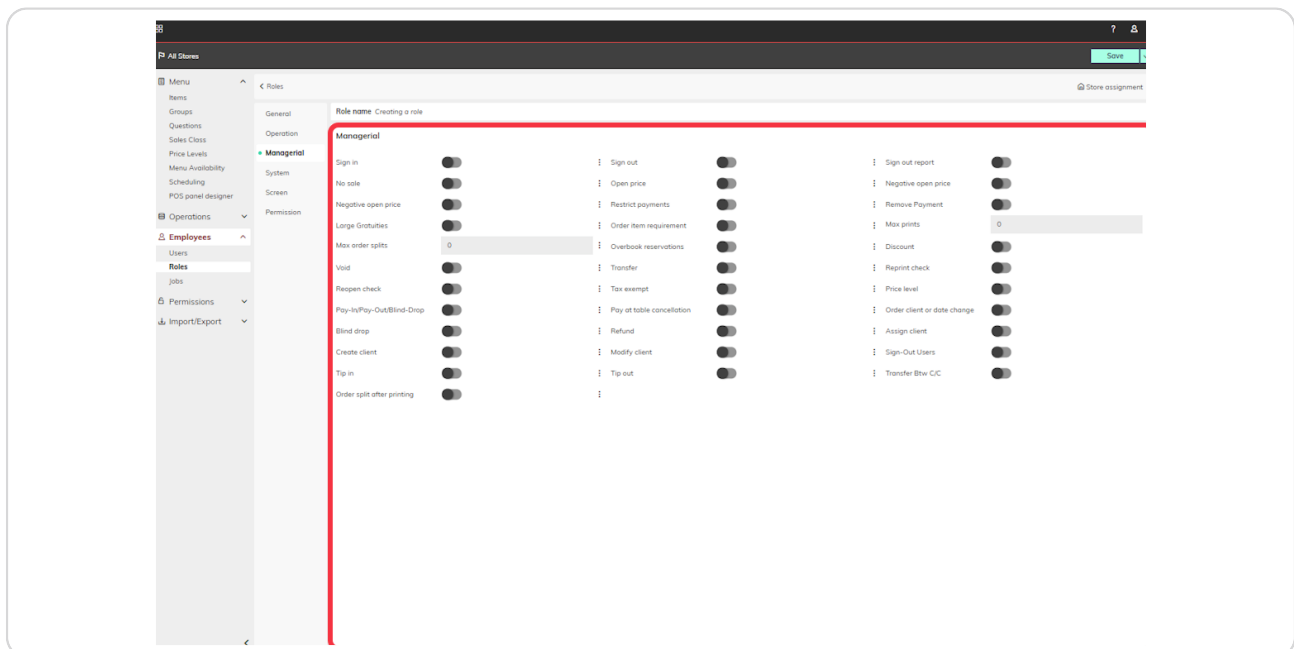
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STEP 8

Managerial Tab Settings

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

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



STEP 9

System Tab Settings

- Exit POS
- End of day
- Settle credit cards
- 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

The screenshot displays the 'System' settings tab. It features a grid of settings organized into three columns. The first column includes 'Exit POS', 'List orders screen', 'Reopen', 'Change tender', 'List paid' (a dropdown menu set to 'No'), and 'Send email'. The second column includes 'End of day', 'Print check', 'Change tip/tender', 'Reprint close stub', and 'Users above', 'Users below', 'Users same level'. The third column includes 'Settle credit cards', 'Print close', 'Reopen any check', and 'List open' (a dropdown menu set to 'No'). Each setting is accompanied by a toggle switch or a dropdown menu.

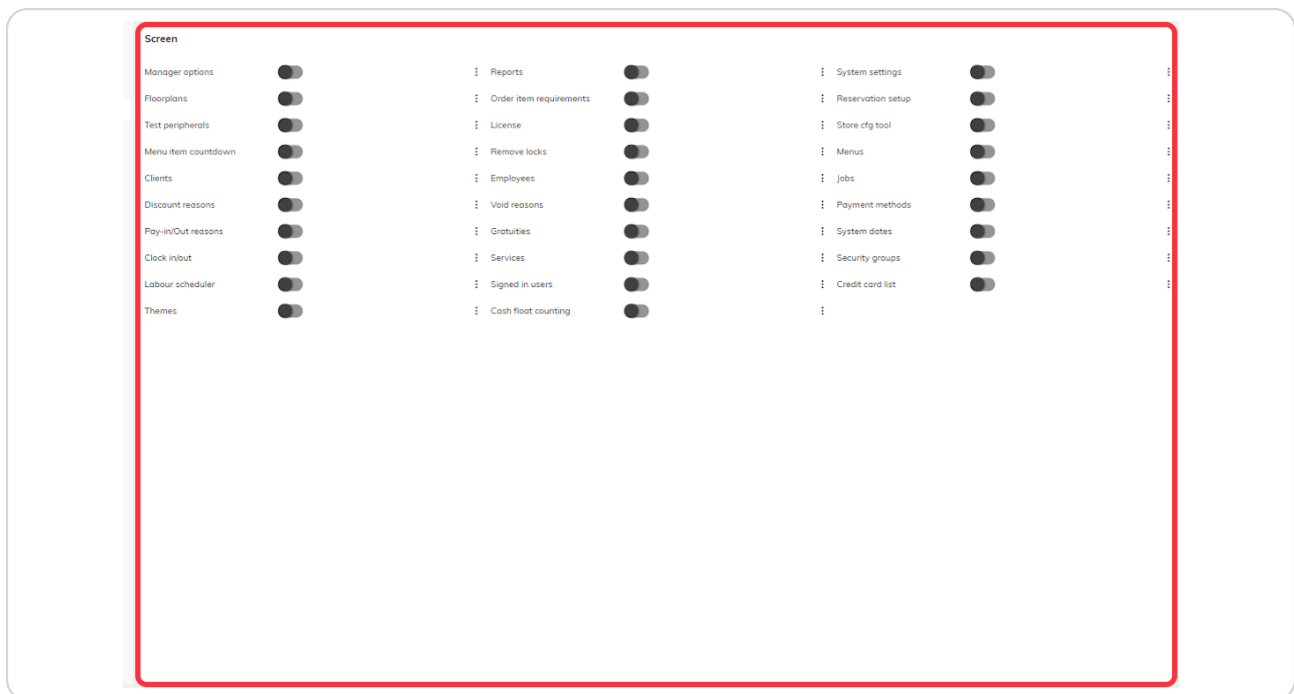
Setting	Toggle/Menu
Exit POS	Toggle (On)
List orders screen	Toggle (On)
Reopen	Toggle (On)
Change tender	Toggle (On)
List paid	Dropdown (No)
End of day	Toggle (On)
Print check	Toggle (On)
Change tip/tender	Toggle (On)
Reprint close stub	Toggle (On)
Settle credit cards	Toggle (On)
Print close	Toggle (On)
Reopen any check	Toggle (On)
List open	Dropdown (No)
Send email	Section Header
Users above	Toggle (On)
Users below	Toggle (On)
Users same level	Toggle (On)

STEP 10

Screen Tab Settings

- Manager options
- Reports
- System settings
- Floorplans

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



STEP 11

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)



STEP 12

Click on Save

