# Admin Center - Employees - Creating Users

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

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# Go to staging-management.silverwarepos.com

#### STEP 2

# **Click on Employees**

Menu Availability Scheduling		Dbl Original Mule
POS panel designer	igner	Peller Pinot Btl
Operations	~	Sgl Original Mule
요 Employees	^	\$1 Pop
Users		\$3 Garlic Sticks
Jobs		\$3 Red Bull
6 Permissions	~	\$3.50 Jager Bomb
止 Import/Export	~	\$3.50 Jagermeister
		\$3.50 Shooter
		\$3.50 Tracksuit



# **Click on Users**

POS panel designer		Peller Pinot Btl	
	~	Sgl Original Mule	
<u> Employees</u>	<u> </u>	\$1 Pop	
Users		\$3 Garlic Sticks	
Jobs		\$3 Red Bull	
6 Permissions	~	\$3.50 Jager Bomb	
止 Import/Export	~	\$3.50 Jagermeister	
		\$3.50 Shooter	
		\$3.50 Tracksuit	
		\$3.50 Tracksuit	
		\$3.99 Jager Bomb	

#### STEP 4

### **Search Bar**

^	D Search for the user you are looking for	
	First name	Last name
	Mgr James	m
	to	closer
r	Helper	Helper
~	Justin	Polan
^	Mgr	Bar
	Hailey	Guptill
	mgr mara	m
~	Kaela	Dalla Pasqua
	Head Office Trainer	Head Office Tra



# Filter

Additional filter for active / inactive





### Filter 2

Additional filter for displaying more info for the users

- Active status
- · Added date
- $\cdot$  Alias
- First name
- Last name
- $\cdot\,$  Modified date
- · Role
- Security group
- Store assignment

		Save 🗸
) for		$\nabla$
	Last name	
	m	Active .
	closer	Added date
	Helper	Alian
	Polan	- Allus
	Bar	First name
	Guptill	☑ Last name
	m	Modified date
	Della Deseure	
	Dalla Pasqua	Role
	Head Office Trainer	Security group
	sang	
	Fish	☐ Store assignment
	Dangwal	Clear Confirm
	Guest Order	>
	Cooper	>
	Mgr	>
	Akram	>
	Online	>



# Number of Rows To Display

Toggle this to the desired amount of data rows to display

Note: depending the amount of filters applied from the above step. 1 will show 1 row of data, 5 will show 5 row, + will show all rows





### How to add a new user

^	Ø Search for the user you are looking for		
	⊙ Add new user		
	First name		
	Mgr James		
	to		
	Helper		
~	Justin		
^	Mgr		
	Hailey		
	mgr mara		

#### STEP 9

#### Personal

- Alias
- First name
- $\cdot$  Last name
- $\cdot$  Handededness (right or left)
- ・Pay ID
- Language
- Sex
- Is assignable
- Active
- Interface ID
- Home Address



Personal	User name Creating a user	User name Creating a user	
Roles	Alias	Enter olios	
Security	First name	Enter first nome	
Other	Last name	Enter lost nome	
	Handedness	Right-Handed V	
	Pay ID	Enter pay ID	
	Language	English Default 🗸	
	Sex	Female V	
	Is assignable		
	Active		
	Interface ID	Enter Interfoce ID	
	Home address		
	Street	Street number and name	
	City	City name	
	State/Province	State/Province	
	Zip/Postal code	Zip/Postol code	
	Country	Select country 🗸	
	Phone number	number	
	Email	Email address	

# Roles





# Add new role...

Add new role		
Role	please select a role	~
Store	please select a store	~
Cancel		Done

# STEP 12

# Security

	Personal	User name Creating a user
	Roles	Role
	Security	
	Jobs	
	Other	
~		
^		
~		
~		



# **Permission level**

^	< Users		
	Personal	User name Creating a user	
	Roles	Security	
	<ul> <li>Security</li> </ul>	Permission level	Choose permission set
	Jobs		
	Other		
~			
^			

### STEP 14

### Jobs





# Add job



#### STEP 16

#### Other





### **Other Information**

Manual password Administrative password Auto seat advance Auto login Default menu group Occupied table cloth Printed table cloth Internal notes

Authentication	
ty Manual password	Assign
Administrative	
Administrative pa	word Assign
Other options	
Auto seat advance	
Auto login	
Default menu grou	Choose a menu group
Color options	
Occupied table clo	m
Printed table cloth	
Internal notes	
Any juicy gossip	poes here A



