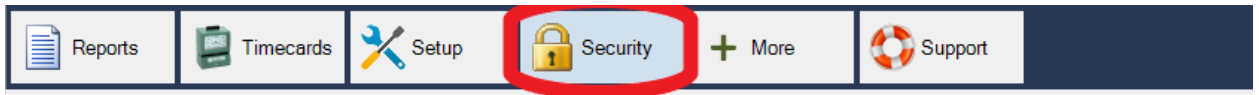


Adding/Editing Employees

- Login in to your BrewPOS Admin back office and select the **Security** tab.



To edit an existing employee, double click on their name in the List

To add a new employee, select *New* in the toolbar or *Copy* an existing user by highlighting the user and choosing copy at the top of the list.

First	Last	ID	Email	Phone	Perms	Comp	Over	Void	Walk	Minus	Disc	Grat	QuickPay	Trade	EditPmts
• Ashley	Bartender	22			POS	YES	YES	YES	YES	no	YES	YES	YES	YES	no
• Beryl	Delivery	40			POS	no	no	no	no	no	no	YES	YES	YES	no
• Bran	Cook	31			Timecard										
• Brian	T Manager	16			Manager	YES	YES	YES	YES	YES	yes	yes	yes	yes	yes
• Camden	Cook	50			Timecard										

- Fill in the Name field. You may also optionally fill in the Email and Phone fields.
The User Id will be assigned by the system
Assign them a PIN of 1111, they can change it later

Navigating the tabs in the User box

Select the **Permissions** Tab

- You can change the permissions by clicking on the second column where permissions say NO – YES the line will become a drop down menu

Select **Location** Tab

- Check mark the location or locations the new employee will be active at.

The screenshot shows the 'User' management interface. At the top, there are fields for 'User ID' (26), 'Change PIN', 'First Name' (Agustin), 'Email', 'Last Name' (Lastname), and 'Phone'. Below these are four tabs: 'Permissions', 'Locations', 'Timecard Codes', and 'Admin Screens'. The 'Permissions' tab is active, showing a table with columns for 'Login' and 'Timecards only'. The table lists various permissions with 'Yes' or 'No' values.

Login	Timecards only
Comps	Yes
Overrides	Yes
Voids	Yes
Walkouts	Yes
Minus button	No
Discounts	Yes
Gratuity	Yes
QuickPay	Yes
Trade	Yes
Edit Payments	Yes

Select **Timecard Codes**

- Choose the timecard codes that apply to the employee
 - These codes will determine their pay rates so choose the correct one. You can also edit/view and create new codes on this screen.

The screenshot shows the 'Timecard Codes' tab selected. It features a 'Select all Codes' button and a 'View/Edit Codes' button, which is circled in red.

- Code is the name of the time card code example "server"
- Description is what will show in the POS at log in if the user has multiple time card codes
- Rate is the hourly Rate
- Group is not required, it is for your organization internally at your location.

The screenshot shows the 'Timecard Code' form. It includes fields for 'Code', 'Description', 'Rate' (set to 0.00), and 'Group'. There are 'Save' and 'Cancel' buttons at the bottom.

Select **Admin Screens**

- These fields will grant users access to specific areas in the backend of administrative system
 - This is Admin that your in right now.

DON'T FORGET TO SAVE YOUR CHANGES

