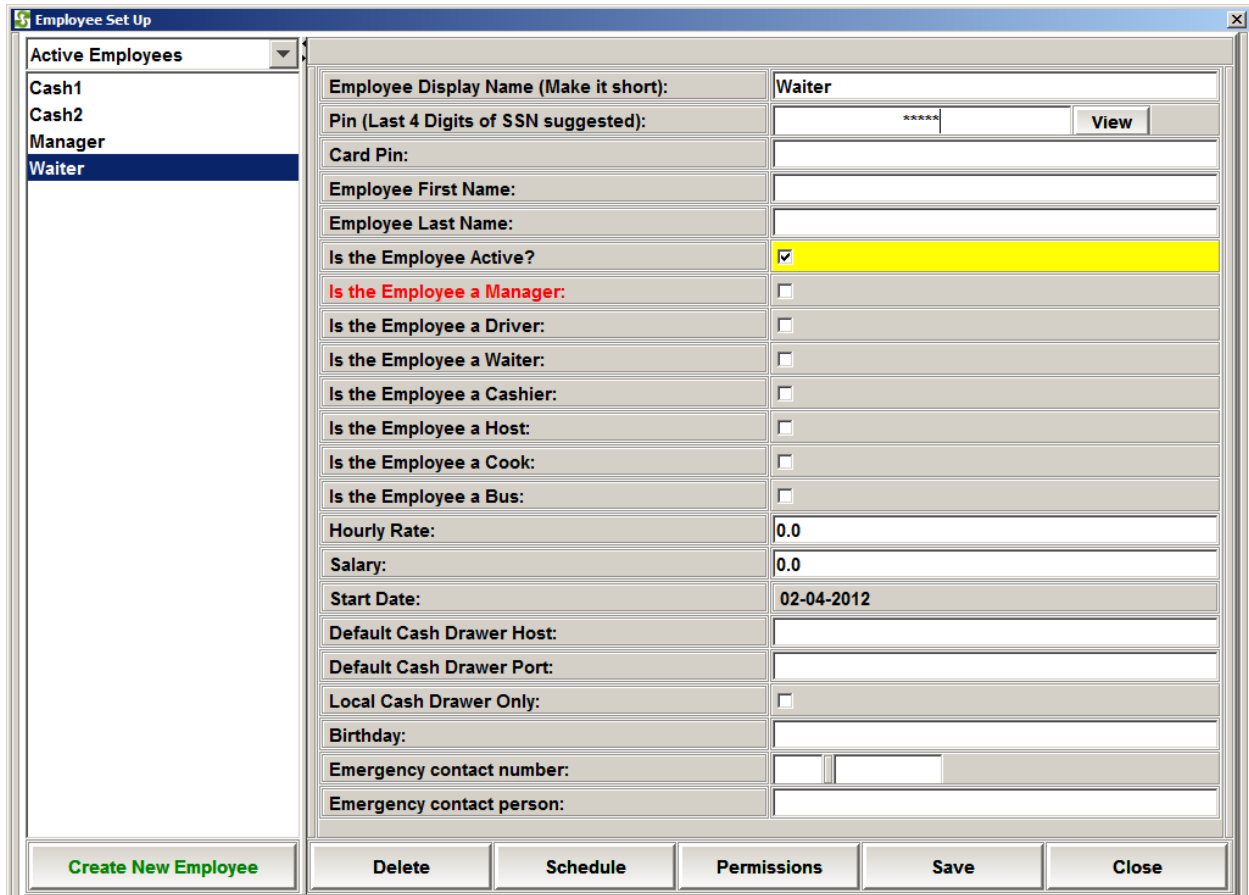


Employee Set Up

You can create unlimited Employees. An employee can be manager, cashier, driver, waiter, etc. To create Employees, go to Main, click on All Set Up, then Employee Set Up, you will see the following screen:



- To add an new Employee, click on Create New Employee Button
- Enter the Employee Name. We suggest the name to be short, since it will be Displayed on the table
- Enter the PIN number (number only)
- Card Pin: this is for using access card. Any card with magnetic stripe will be OK. You can highlight the Card PIN field and swipe the card.
- Check or Uncheck checkbox for active employee, driver, manager, waiter, etc.
- Click on Save.
- To update an existing employee, click on the employee name on the left,

- The employee data will be populated on the right, make the changes and click on Save.

Employee Permissions

By default, non-manager employees can only do limited things, such as take orders, payments, clock in, clock out, etc. Managers can do a lot of more things. However, if you want to restrict the manager to do only certain things, click on the Permissions button:

Permission	Checked
Activate Menu Item	<input checked="" type="checkbox"/>
Address Labels	<input checked="" type="checkbox"/>
Assign Driver	<input checked="" type="checkbox"/>
Cancel Bad Printer Job	<input checked="" type="checkbox"/>
Cancel Report	<input checked="" type="checkbox"/>
Change Order Type	<input checked="" type="checkbox"/>
Clear Table Locks	<input checked="" type="checkbox"/>
Compact Database	<input checked="" type="checkbox"/>
Coupon Report	<input checked="" type="checkbox"/>
Credit Card Report	<input checked="" type="checkbox"/>
Daily Close	<input checked="" type="checkbox"/>
Deferred Orders	<input checked="" type="checkbox"/>
Delete	<input checked="" type="checkbox"/>
Delete Customer	<input checked="" type="checkbox"/>
Delete Report	<input checked="" type="checkbox"/>
Discount Report	<input checked="" type="checkbox"/>
Employee Sales Report	<input checked="" type="checkbox"/>
Address Label	<input checked="" type="checkbox"/>
Adjustment	<input checked="" type="checkbox"/>
Batch Report	<input checked="" type="checkbox"/>
Cancel Order	<input checked="" type="checkbox"/>
Cash Drawer	<input checked="" type="checkbox"/>
Change Waiter	<input checked="" type="checkbox"/>
Close Application	<input checked="" type="checkbox"/>
Coupon	<input checked="" type="checkbox"/>
Coupon Set Up	<input checked="" type="checkbox"/>
Customer Set Up	<input checked="" type="checkbox"/>
Daily Report	<input checked="" type="checkbox"/>
Delayed Close	<input checked="" type="checkbox"/>
Delete Address	<input checked="" type="checkbox"/>
Delete Email	<input checked="" type="checkbox"/>
Delivery Report	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Employee Set Up	<input checked="" type="checkbox"/>

Buttons: Check All, Uncheck All, Save All, Close

Employee Schedules

You can specify employee schedules by clicking on the Schedule button:

