

## Add & Maintain Employees

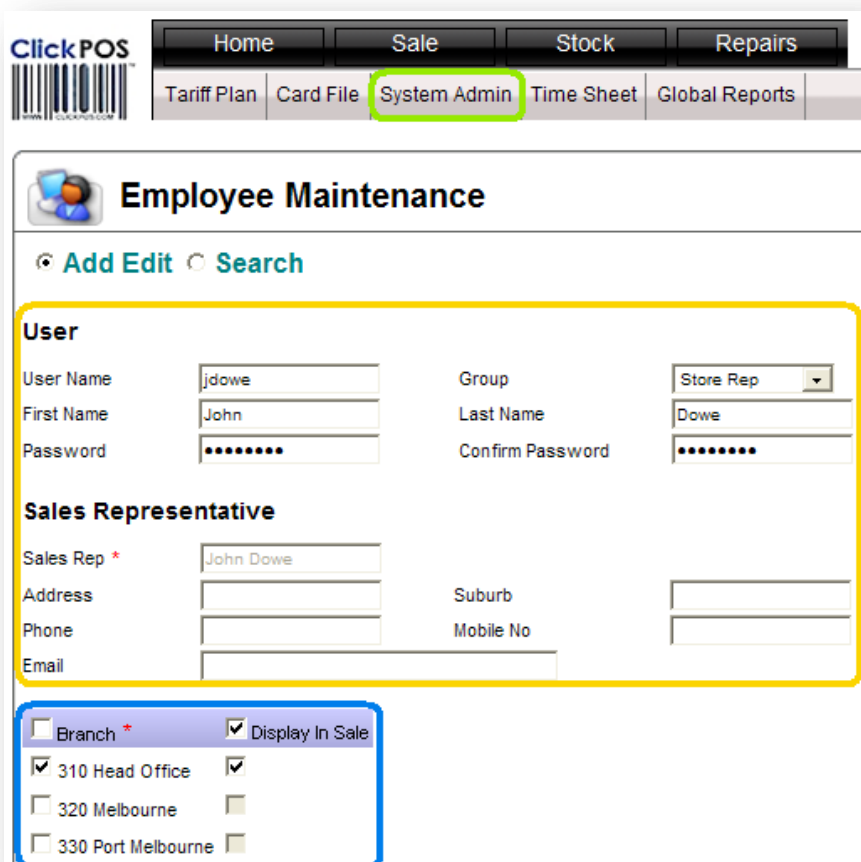
*Employee – Video Tutorial*




*Employee – Unique Vs Shared Login – Video Tutorial*



1. Navigate to “Maintain”, “System Admin” and “Employees”. Here you can add new staff members, assign a group permission and delete old staff members. In the “User” field enter in the staff members available details. In the “Branch” and “Display In Sale” field you can choose what branch that person will fall under and also whether that person will show up in the sale screen.
2. In the “Search” field you can search for any staff members you wish to delete or to change their permission group.  
**Note:** If you want to change the user name you must delete that user and enter them in the system again.



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### Employee Maintenance

Add Edit  Search

**User**

User Name:  Group:  (dropdown)  
 First Name:  Last Name:   
 Password:  Confirm Password:

**Sales Representative**

Sales Rep \*:   
 Address:  Suburb:   
 Phone:  Mobile No:   
 Email:

Branch \*  Display In Sale

310 Head Office   
 320 Melbourne   
 330 Port Melbourne