Adding Employees

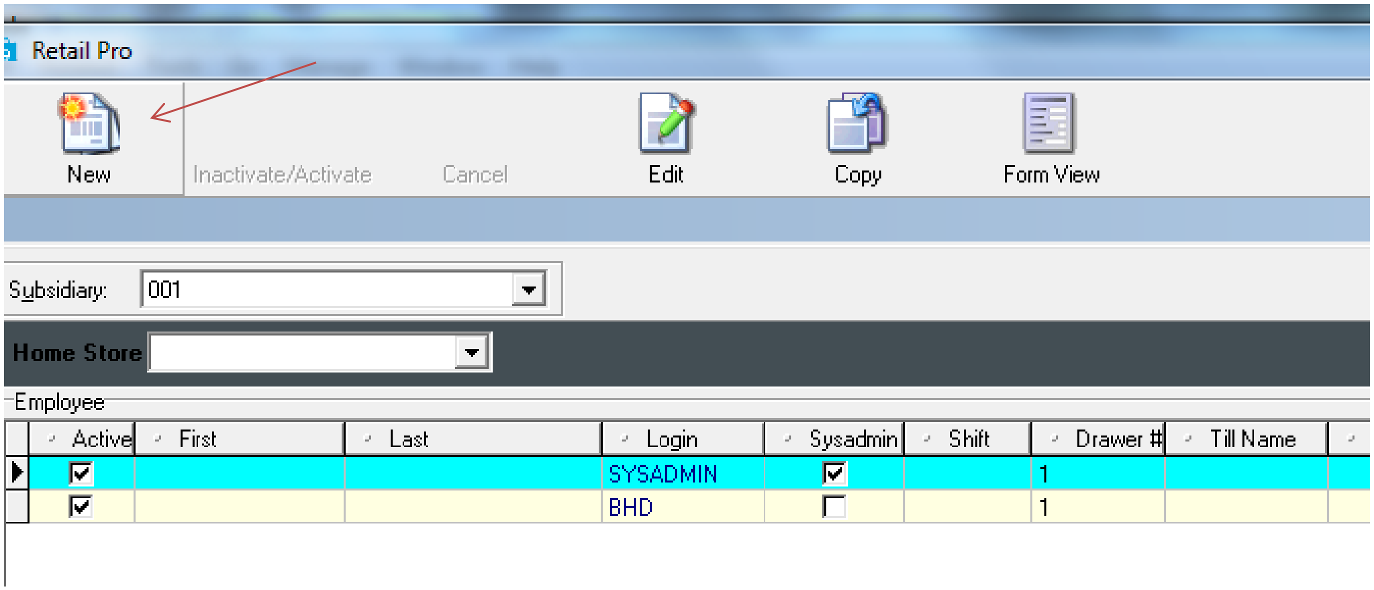
In Retail Pro Version 9

May, 2014

The following steps will outline how to add employees to your Retail Pro V9.

It's important to note that to create employee records, you must be a System Administrator user (the System Administrator field in your own employee record must be selected).

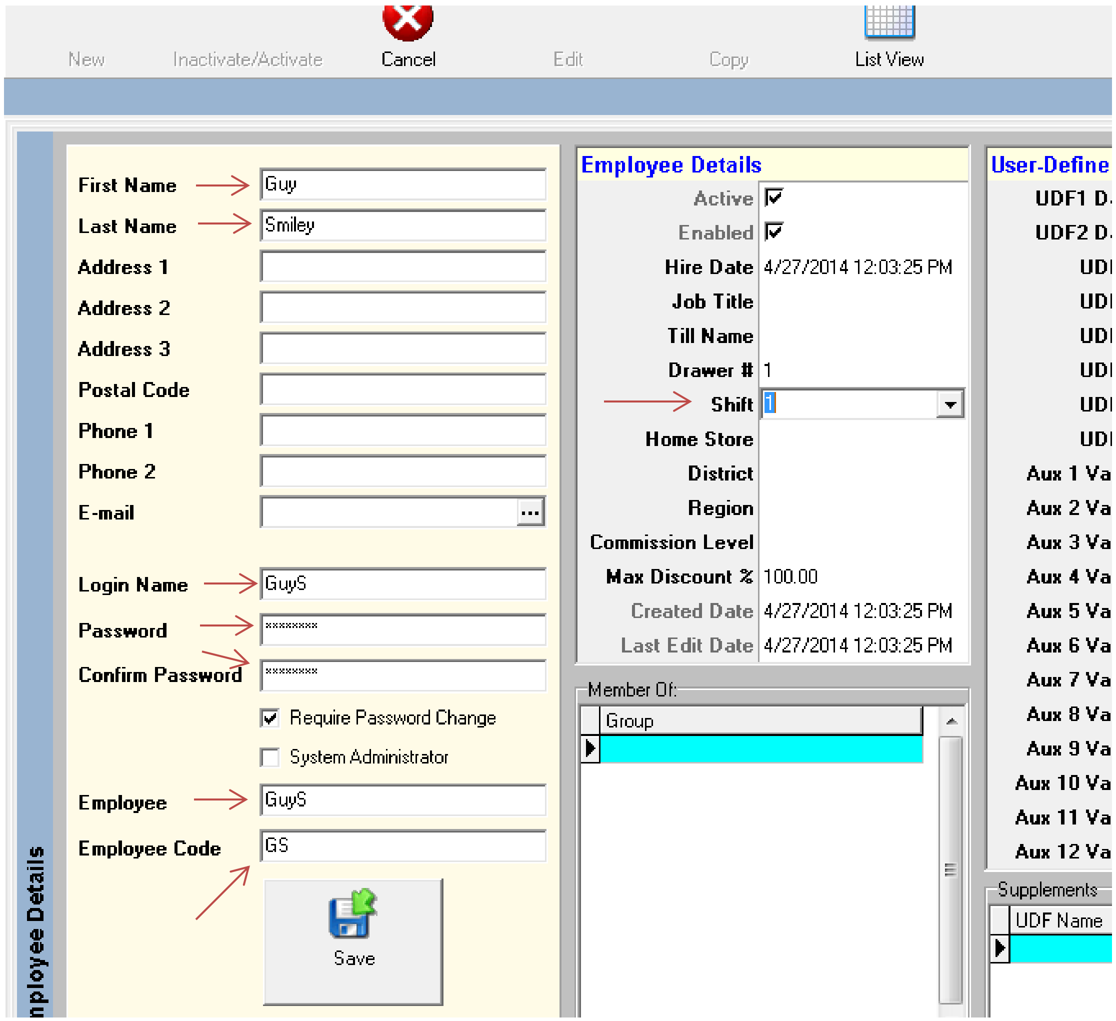
From the main menu of Retail Pro, click “Employee Mgmt” button and select “Employees”.



Then click on the “New” button. An Employee panel will come up to fill out.

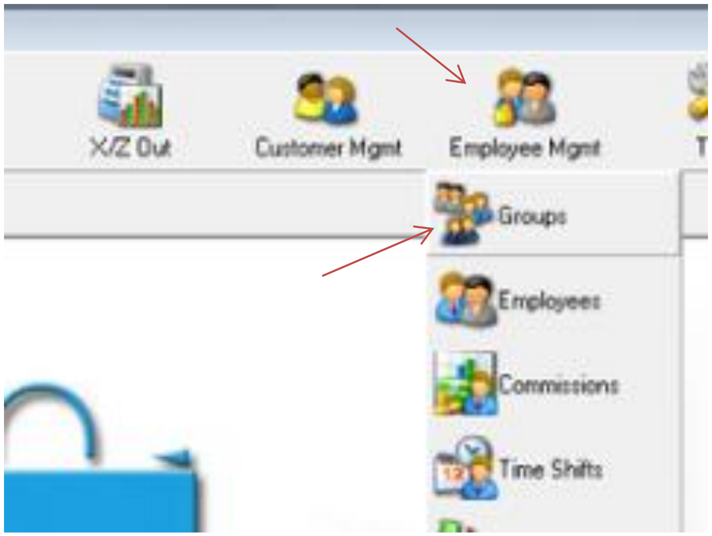
Enter the employee information. Here is an example with a minimal number of fields filled in:

- First and last name
- Login Name (30 chars max), and password (confirm the password)
- Employee (up to 10 chars) - A field that displays the Login Name of the Employee
- Employee Code (up to 1 or 2 characters)
- Also make sure to select the employee’s Shift in the middle column of the panel

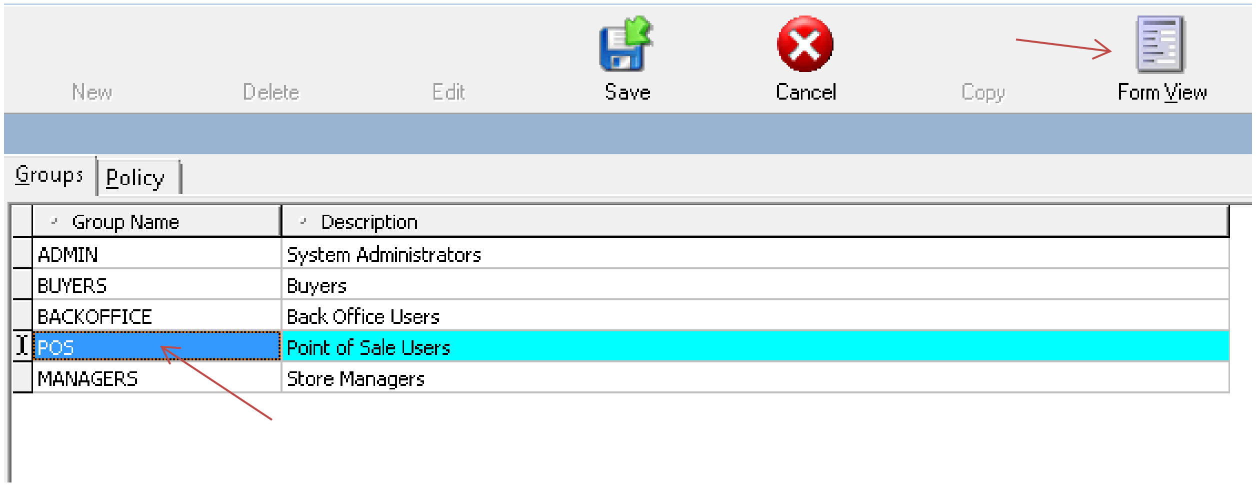

New
Inactivate/Activate
Cancel
Edit
Copy
List View
First Name
Guy
Last Name
Smiley
Address 1
Address 2
Address 3
Postal Code
Phone 1
Phone 2
E-mail
Login Name
GuyS
Password
Confirm Password
Require Password Change
System Administrator
Employee
GuyS
Employee Code
GS
Save
Employee Details
Active
Enabled
Hire Date
4/27/2014 12:03:25 PM
Job Title
Till Name
Drawer #
1
Shift
1
Home Store
District
Region
Commission Level
Max Discount %
100.00
Created Date
4/27/2014 12:03:25 PM
Last Edit Date
4/27/2014 12:03:25 PM
Member Of:
Group
User-Define
UDF1 D
UDF2 D
Aux 1 Va
Aux 2 Va
Aux 3 Va
Aux 4 Va
Aux 5 Va
Aux 6 Va
Aux 7 Va
Aux 8 Va
Aux 9 Va
Aux 10 Va
Aux 11 Va
Aux 12 Va
Supplements
UDF Name

Once the new employee is saved, click on the Retail Pro logo at the top right corner to exit back to the main screen. The last step is to put the new employee in their appropriate security group.

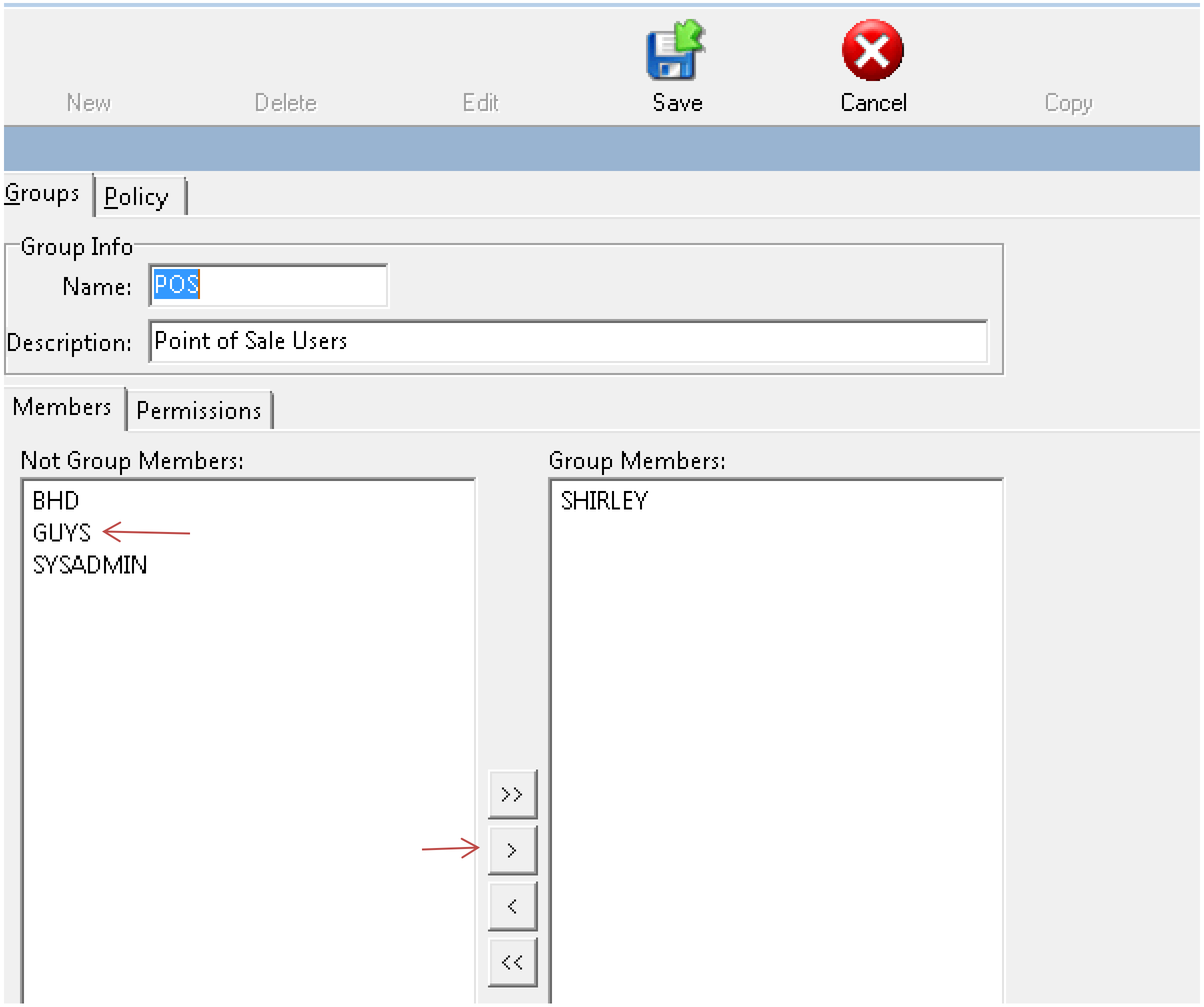
Click on the “Employee Mgmt” button and select the “Groups” Button.



Click on the appropriate security group for the employee and then click the “Form View” button.



Then highlight the employee’s login name on the left side window, and click on the single arrow pointing right, between the two windows, to put the employee in the right side window labeled “Group Members”.



Select the “Save” button and you are done.