



Adding Employees

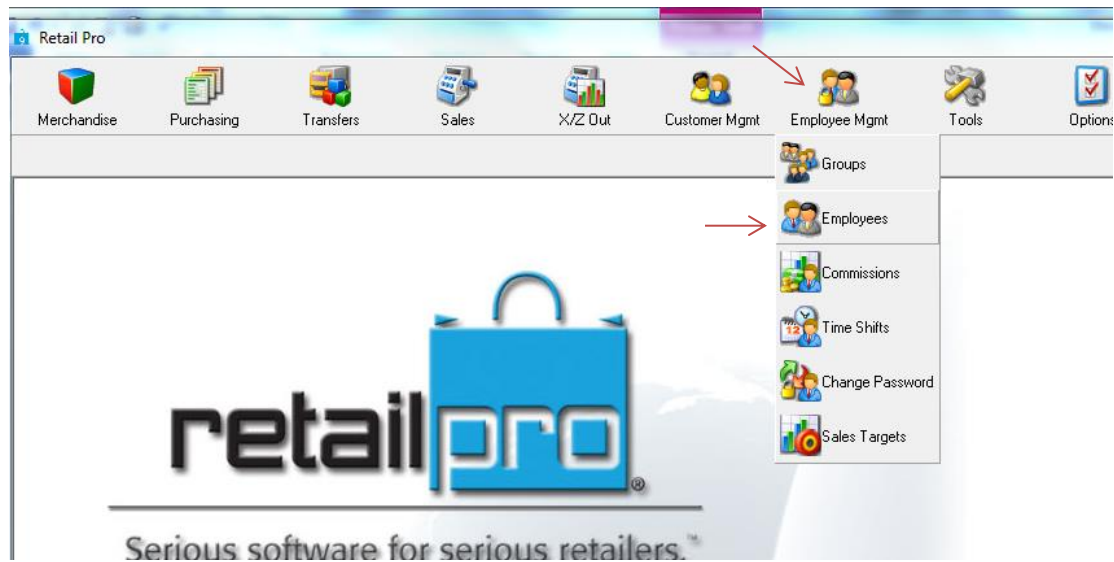
In Retail Pro Version 9

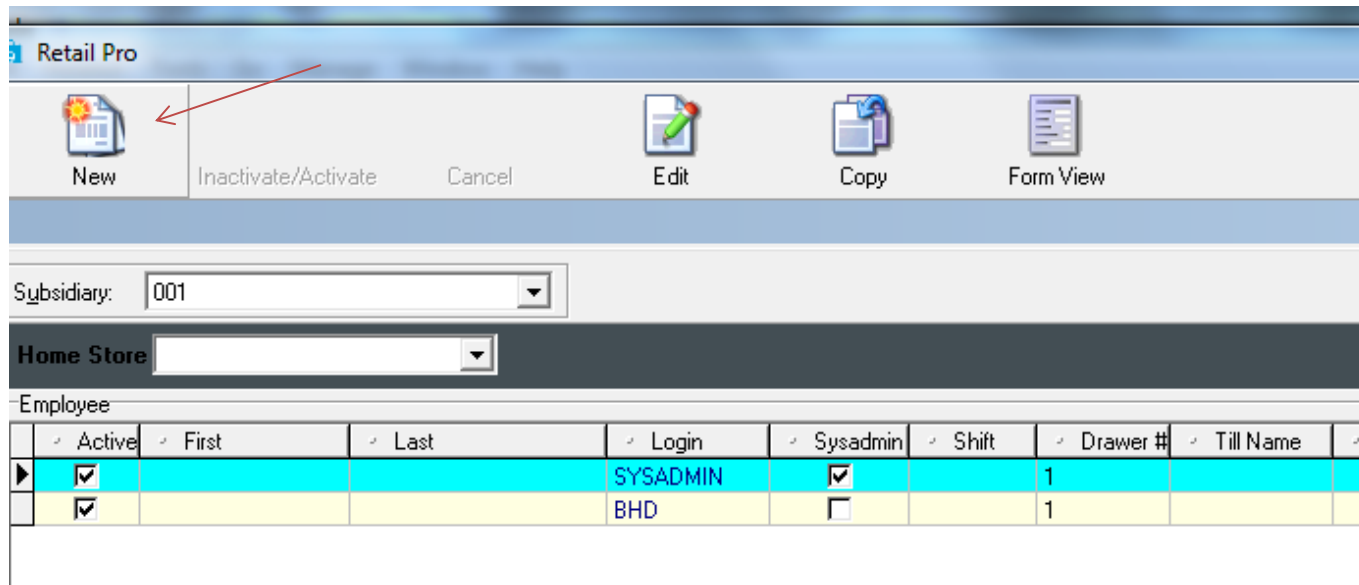
May, 2014

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

Employee Details

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.

UDI

UDI

UDI

UDI

UDI

UDI

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

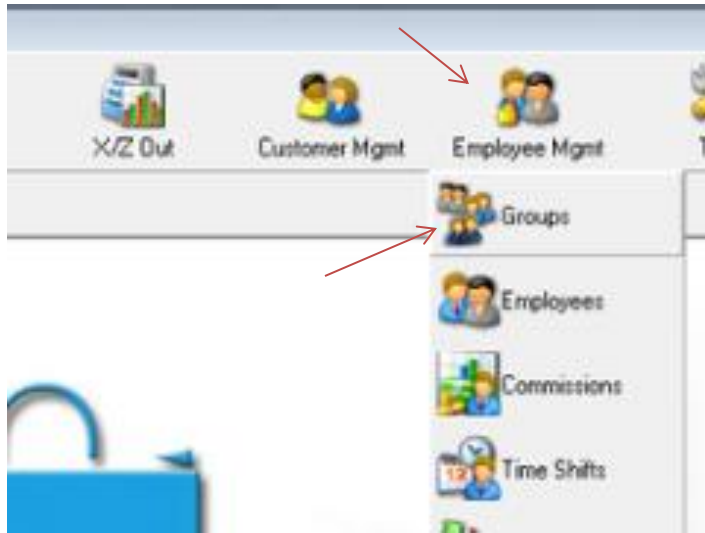
Aux 12 Va

Supplements

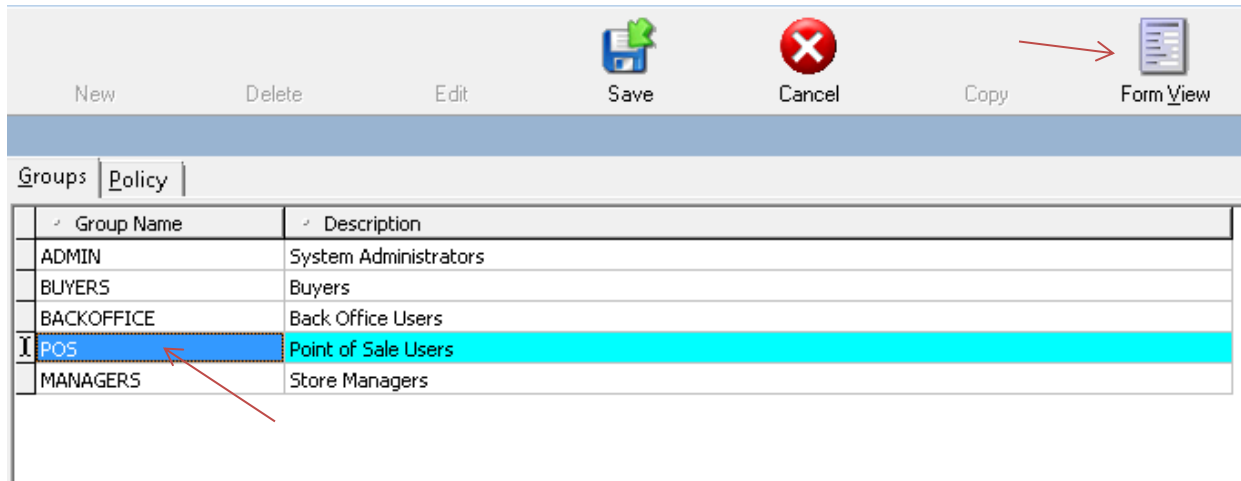
UDF Name

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.



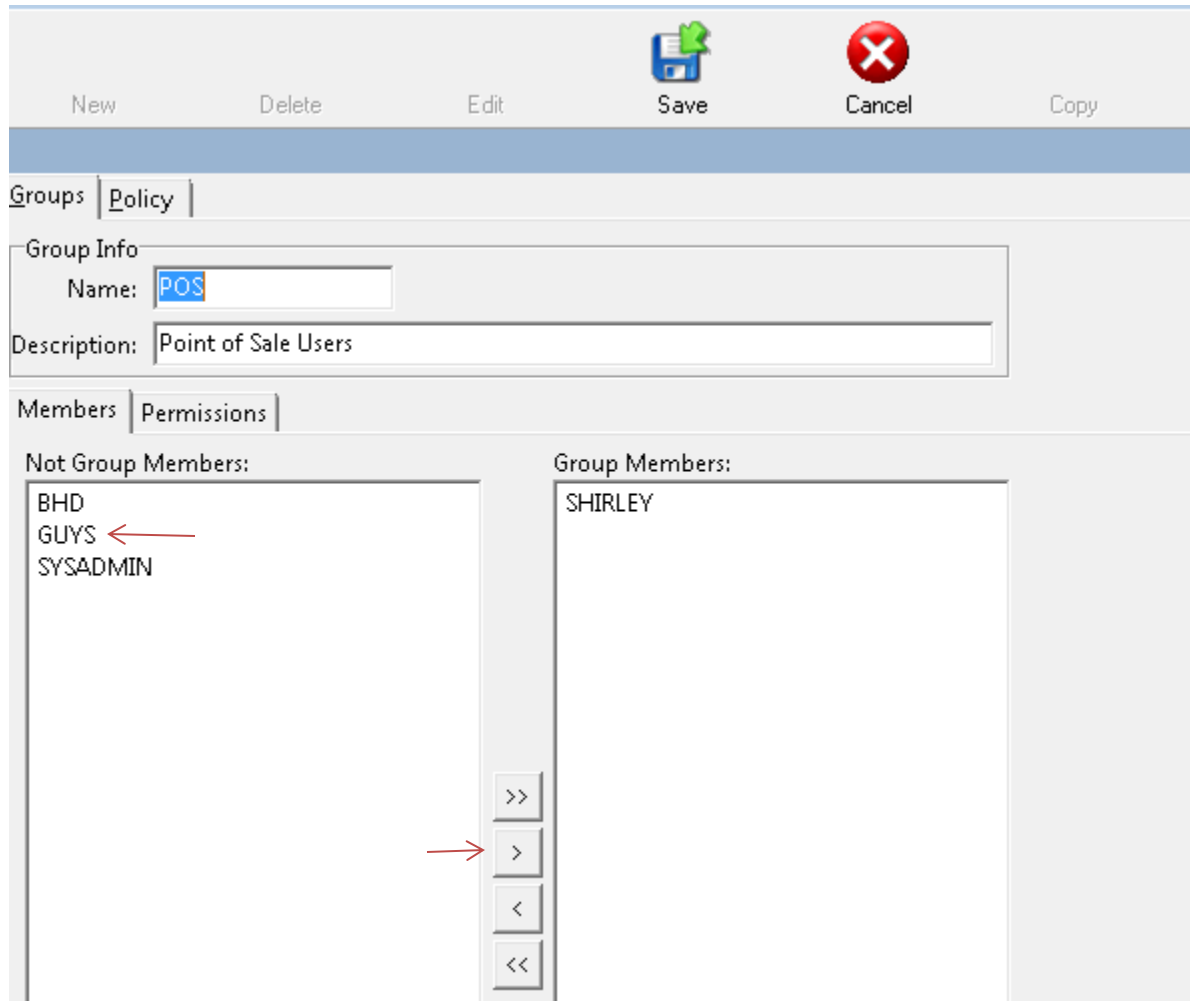
Click on the appropriate security group for the employee and then click the “Form View” button.



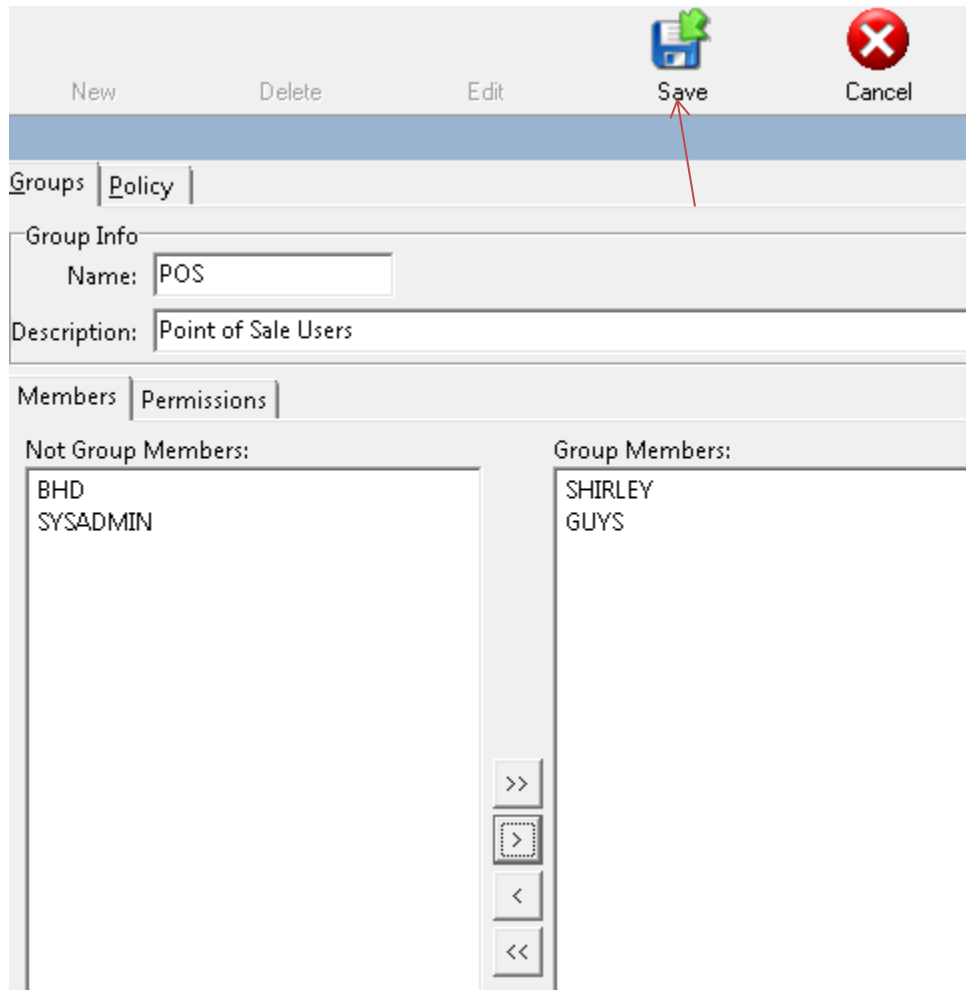
The screenshot shows a software interface with a toolbar at the top containing buttons for New, Delete, Edit, Save, Cancel, Copy, and Form View. Below the toolbar is a tabbed interface with 'Groups' selected. A table lists security groups with columns for Group Name and Description. The 'POS' group is highlighted in blue, and a red arrow points to it. Another red arrow points to the 'Form View' button in the toolbar.

Group Name	Description
ADMIN	System Administrators
BUYERS	Buyers
BACKOFFICE	Back Office Users
POS	Point of Sale Users
MANAGERS	Store Managers

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.



The screenshot shows a software interface for managing groups. At the top, there is a navigation bar with buttons for "New", "Delete", "Edit", "Save", and "Cancel". The "Save" button, which features a blue floppy disk icon with a green checkmark, is highlighted with a red arrow. Below the navigation bar, there are tabs for "Groups" and "Policy". The "Group Info" section contains a "Name" field with the value "POS" and a "Description" field with the value "Point of Sale Users". Below this, there are tabs for "Members" and "Permissions". The "Members" section is divided into two columns: "Not Group Members" and "Group Members". The "Not Group Members" column lists "BHD" and "SYSADMIN". The "Group Members" column lists "SHIRLEY" and "GUYS". At the bottom of the "Members" section, there are four buttons for moving members between the columns: ">>", ">", "<", and "<<".