



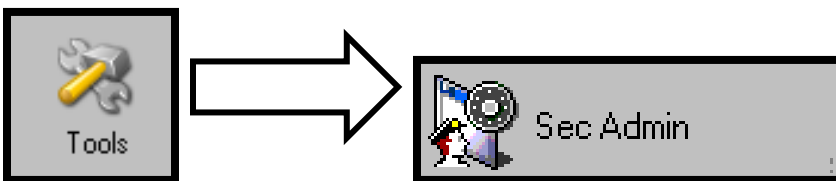
# Adding Employees

**In Retail Pro Version 8 - May, 2014**

The following steps will outline how to add employees to your Retail Pro v8 from the MAIN location.

\*Note: See the V8 Training video on “Initializing Security” at [WWW.BigHairyDog.com](http://WWW.BigHairyDog.com) to see how to send new employees out to remote stores. (Here is a link: <http://www.bighairydog.com/training/video.php?id=165> )

1. From any workstation at the MAIN, from the main screen in RPRO select the “**TOOLS**” button usually on the top menu, then select “**SEC ADMIN**” button usually on the side menu.



2. Enter Sysadmin as the User and enter the sysadmin password. Then click on the **ADD NEW USER** button in the Secadmin tool.



3. In the panel that pops up, enter the New User information:.

- Login: User's Login name
- Nickname: Name that appears on Receipts
- Full Name: Employee/Users full name
- Password: Passwords ARE case sensitive

4. Select the security groups the user is a member of by double-clicking the Group that they belong in. :

- POS – for most Cashiers/Employees,
- Corporate – regional managers,
- Managers – able to do most functions,
- Buyer – orders merchandise - creates POs,
- Back Office – Accounting - receive merchandise,
- Administrators – full control

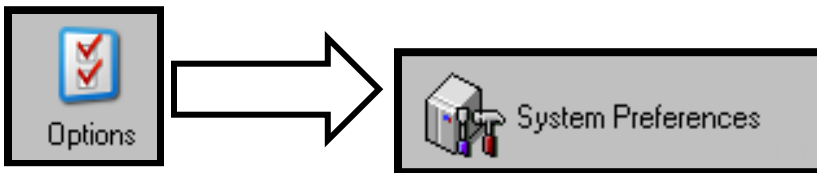
Click **OK**. Add any additional Users/Employees

5. Click **SAVE**. Close Sec Admin window.



**NOTE:** If you want to limit max discount percent, or assign a shift for the check in/out feature do the following.

6. Next from the main screen in Retail Pro, select the “**OPTIONS**” button usually on the top menu, then select the “**SYSTEM PREFERENCES**” on the side menu.



7. Click on **EMPLOYEES** and add a **SHIFT** for each Employee (the shift can be 24/7 shift) so that the Clock In/Out feature will work correctly. Save your changes.

