

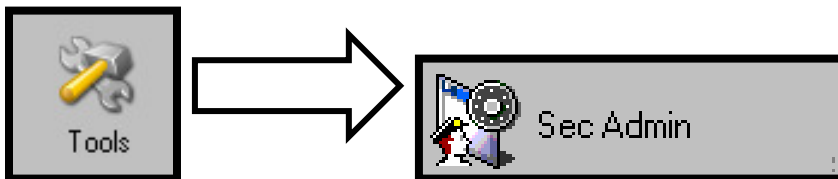


Adding Employees

In Retail Pro v8

The following steps will outline how add Employees to your Retail Pro v8 from the MAIN location. (See the January 2012 Feature of the Month for how send the new Employees out to your Remote locations.)

1. From any workstation at the MAIN, from the main screen in RPRO select **TOOLS** then select **SEC ADMIN**.



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



3. 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

The 'Add User' dialog box contains the following fields and values:

- Login Name: DLF
- Nickname: Darrell
- Full Name: Darrell Franklin
- Description: Accounting Manager
- User Password: ****
- Confirm Password: ****
- User Class: User (dropdown menu)
- Stores: Selection (dropdown menu with a file icon)

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

The 'Member of Groups' dialog box shows two lists:

- Not Member of Groups:** Administrators, Back Office, Buyers, Corporate, POS
- Member of Groups:** Managers

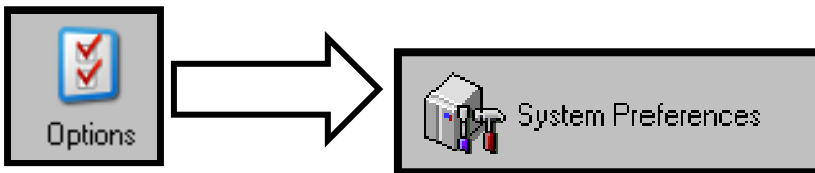
Buttons between the lists: Add, Remove, Add all, Remove all. Buttons at the bottom: OK, Cancel.

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 RPRO select **OPTIONS** then select **SYSTEM PREFERENCES**.



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.

