triniteq **Guides**

Use our handy guides to learn more about PowerEPOS,
and related integrations and hardware.

Creating New Users

https://triniteq.com/learn/staff-management/guide-creating-users

Triniteq's PowerEPOS software has the ability to create a user profile for each of your team members. This important feature allows you to track users making changes in the system, delivering transparency, security, and staff accountability on every single task and transaction while capturing important information on how the system is being used.

User profiles also feed into reporting, providing important information on your best sellers, staff who might need further training or even helping to catch issues early, before they become a problem.

In this guide, you will learn how to set up new users and configure settings to control how staff use the system.
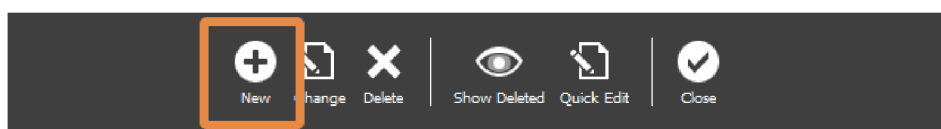

Learning areas:
- Add a new User & configure settings
- Edit Users
- Publish User Settings to the Point of Sale

Add a new user & configure settings

1. From the PowerEPOS Management Console select **Users** which will open the **Users Module**.


2. Once in the Users Module, we select New from the centre **Control Panel** to open the **New User Configuration window**.


3. Next, we add our User's name and select their **Access Role**. For our business, we are adding our new staff member Joe Brown who is a Wait Person so we select Wait Staff from the Access Role drop-down list. Then we click on the **Scope** search icon.

4. The **Scope** defines which regions and outlets our new User will be assigned to. Our new staff member Joe Brown will be working at our **Leederville** outlet so we select Leederville and then **Select** to save this setting.
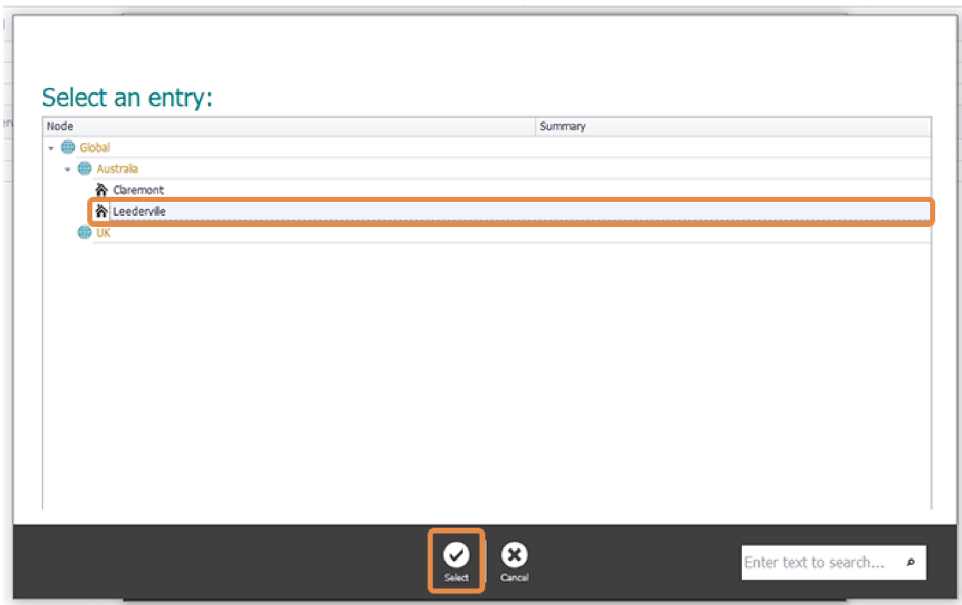

5. Next, select the Login button to configure the **User Login Method**. Here we will set the PIn the user will use to log in to the Point of Sale terminal or device. PIN numbers can be made up of up to 8 numbers. Once we have added the User's PIN we hit save to save these settings.

Please note: Here, we could also set additional login methods such as using an RFID card or fob. For more information on additional login methods please contact Triniteq Support.
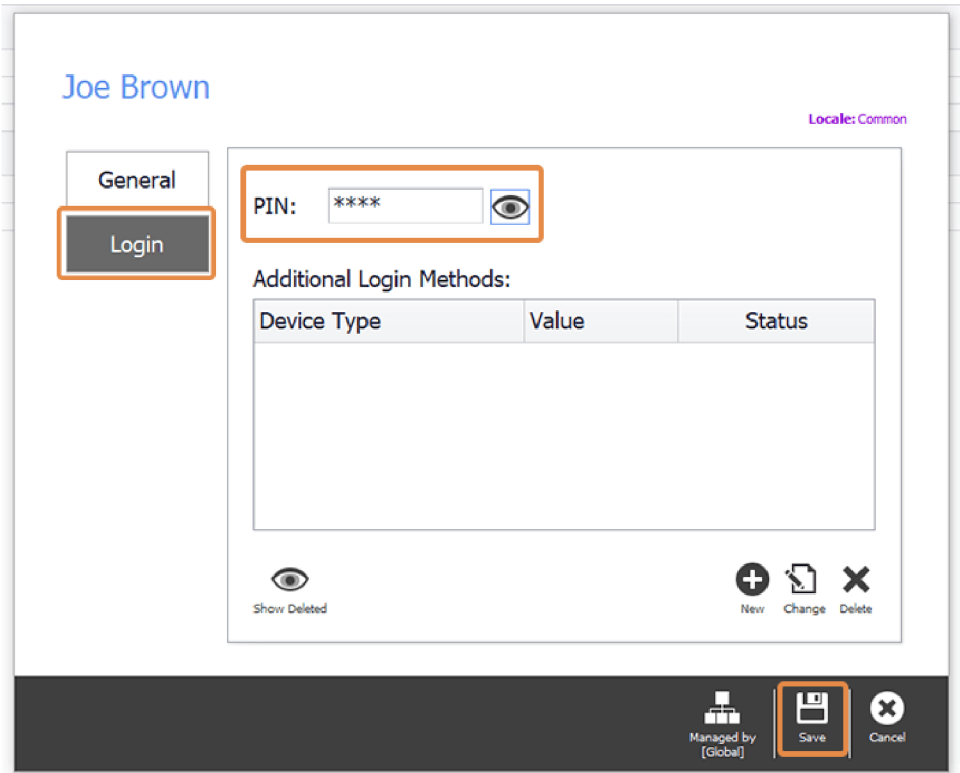
6. Back in the **Users Module**, we select **Close** to close the module bringing us back to the **Management Console** ready to Publish our new settings to the Point of Sale.
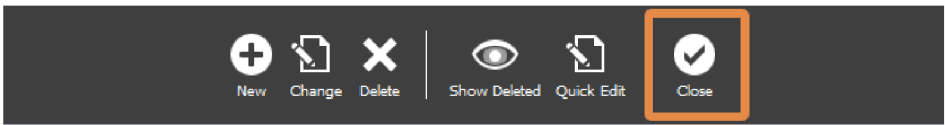

Publish User Settings to the Point of Sale

1. Back in the **Management Console**, we can see that there are new settings ready to publish by the orange notifications on the **Users** and **System** tiles. So we click the **Publish** button, top right of the screen.

3. Then we check the changes and outlets we are publishing to, making sure to deselect any changes that we are not ready to publish and outlets we do not want to publish to.
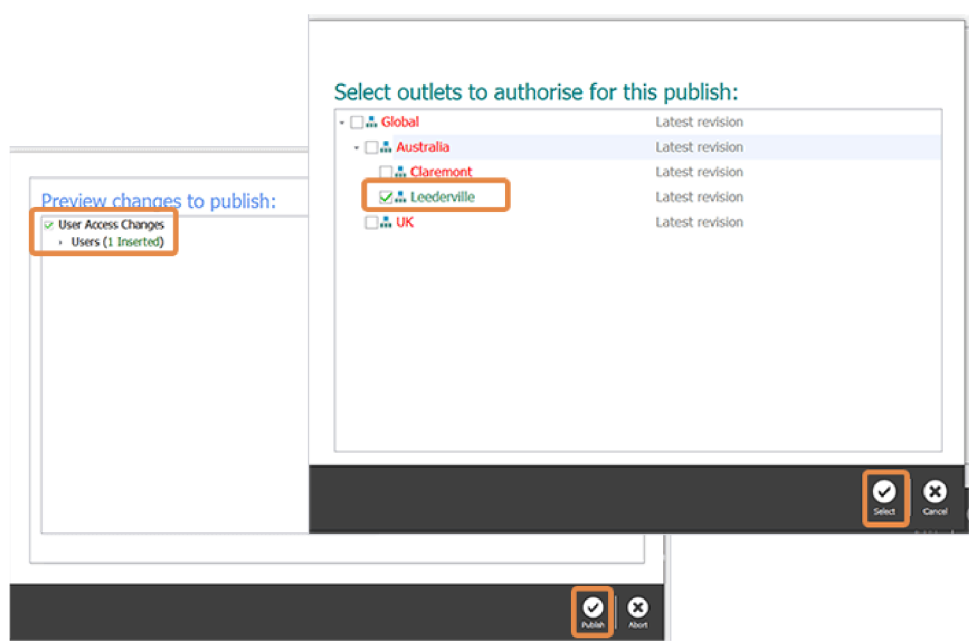
5. Once our changes are published we receive the complete message with a revision number which we can use to manage revisions in the *Revision Management Tool* accessible top right of the screen replacing the *Publish* button.