

### POWEREPOS GUIDE

# **Adding Users**



Triniteq's PowerEPOS has the ability to create a user profile for every team member across your organisation. This important feature allows changes in the system to be tracked by user, 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.

#### Learning areas:

- Add a new User and configure settings
- Publish User settings to the POS
- Tips & tricks

#### Before you begin:

Ensure you have access to the PowerEPOS back office, and you have the necessary permissions to make changes to **Users**.

## 1. Add a new User & configure settings

1. From the PowerEPOS Management screen, open Users.



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Quick Edit

2. Then, select **Insert** from the toolbar.



3. Next, we add a **Name** and an **Access Role**. Our new user is a Manager, so we select Manager. Our business has multiple sites so we use the search icon in **Scope** to select the site that our new Manager will work at.

Login Access Role: Manager  Scope:  Domain Group  Select an entry:  Node  Domain Group  Adelaide  Adelaide	General	Name:	Zoe Jones	
Scope: Domain Group          Select an entry:         Node       Summary	Login	Access Role:	Manager	- Q
Select an entry: Node Summary		Scope:	Q Domain Group	
★ Sydney			 斎 Brisbane 斎 Melbourne 斎 Perth	
Sydney			<ul> <li>A Melbourne</li> <li>A Perth</li> </ul>	
			Sydney	

4. Now we add a login method. We can add a **PIN**, or aditional methods such as an RFID tag used with a scanner. Then hit **Save**.

General Login	PIN: 1234 Additional Login Met	ihods:	
	Device Type	Value	Status
	Show Deleted		Insert Change



5.	Now d	our r	new	User	is set	up	and	ready	to	push	out	to 1	the	POS.
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120		Scp	Name	<ul> <li>Access Role</li> </ul>	PIN	Status
All		* Scope	: Brisbane			
<u> </u>		P	Anna	Staff	3	
$\mathcal{Q}$	0	P	Matt	Staff	1111	
( <b>()</b> )		- Scope	: Domain Group			
Bar Staff			Jay	Manager		
-			Michael	Manager	1	
R	6		Mr Yum	Manager		
لرلسك			Triniteq Support	Manager	1245	
Manager		- Scope	: Perth			
		P	Kym	Manager	12	
E Contraction of the contraction	2	+ Scope	: Sydney			
( C J		P	Zoe Jones	Manager	1234	Inserted   Unpublished
Staff						

## 2. Publish settings to the POS

1. To publish our new settings and make them available at our POS terminals, on our **POS Management** screen, we hit **Publish**, top right.





2. Select the changes and locations to publish to. Then our new User is set up and ready to log into the POS.

		Perth	Latest revision	
		Sydney	Latest revision	
Proview changes to publish:				
Preview changes to publish.				
Menu Changes	Publish Notes:			
PLUs (1 Changed)				
Greyed out changes will not be included with your publish				Cancer
	_			
No Publish changes for all users?		$\checkmark$ $\otimes$		
	P	ublish Abort		

# 3. Tips & Tricks

All Users Scp Name Scope: Brisbane & Anna

@ Matt

- Scope: Perth

₽ Kym

- Scope: Sydney D Zoe Jones

Scope: Domain Group Jay

Michael

Mr Yum

Triniteq Support

1. To quickly edit a Use name or Access Role highlight the User, th select Quick Edit fror toolbar.

C Insert

Change

X Delete

Show Deleted

Save Layout

Export Export

Manager

Manager

Manager

Manager

	POS Management X Users							
	Access Ro	oles				Revision: Curre		
s		8 A	ll Users		Setti	igs for: Entire System Locale: Comm		
5	1		Scp Name	<ul> <li>Access Role</li> </ul>	PIN	Status		
ust	All	-	Scope: Brisbane					
			🖉 Anna	Staff	3			
I	R	0	Ø Matt	Staff	1111			
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the	Bar Staff		Jay	Manager				
		C	Michael	Manager	1			
	E Contraction of the contraction	6	Mr Yum	Manager				
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	Manager	· · · · · · · · · · · · · · · · · · ·	Scope: Perth					
	$\bigcirc$	2	₽ Kym	Manager	12			
	Б,	2	Scope: Sydney					
			Zoe Jones	Manager	1234			
<ul> <li>Access</li> </ul>	Role							
Staff			🕂 🔂 🗙	Show Deleted Quick Edit Close	Ente	م r text to search م		
Stan								
Staff								
Manag	<sup>er</sup> 2	Right-cl	ick on a User f	or more option	S			
Manag	er 2	in agine of						

Select outlets to authorise for this publish:

Latest revisio

- 3. Double-click a User to quickly open the profile.

### Need more info?

If you still have questions or need further help, just contact us.

#### **Triniteq Support**

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