

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:

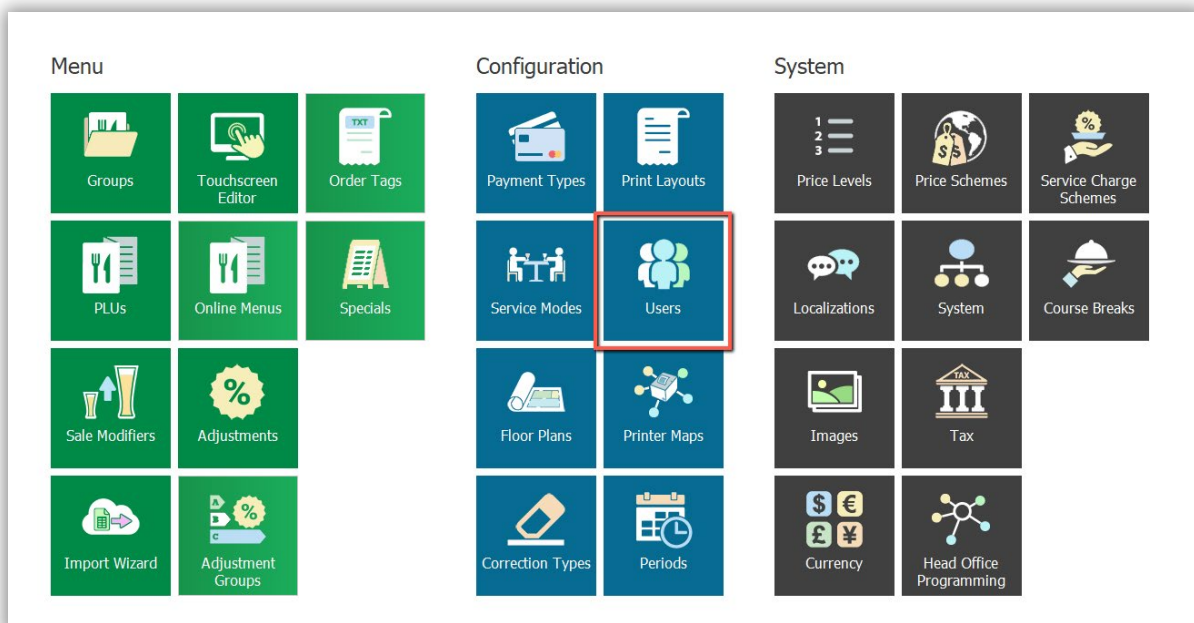
- Add a new User and configure settings
- Publish User settings to the POS
- Tips & tricks

Before you begin:

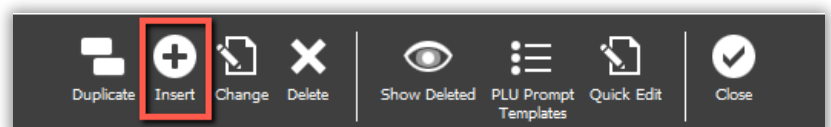
Ensure you have access to the PowerEPOS back office, and you have the necessary permissions to make changes to **Users**.

1. Add a new User & configure settings

1. From the **PowerEPOS Management** screen, open **Users**.



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



5. Now our new User is set up and ready to push out to the POS.

The screenshot shows the 'Users' management interface. On the left, there are 'Access Roles' with counts: All (8), Bar Staff (0), Manager (6), and Staff (2). The main area is titled 'All Users' and contains a table of users grouped by location (Scope).

Scp	Name	Access Role	PIN	Status
Scope: Brisbane				
	Anna	Staff	3	
	Matt	Staff	1111	
Scope: Domain Group				
	Jay	Manager		
	Michael	Manager	1	
	Mr Yum	Manager		
	Triniteq Support	Manager	1245	
Scope: Perth				
	Kym	Manager	12	
Scope: Sydney				
	Zoe Jones	Manager	1234	Inserted Unpublished

At the bottom right, there is a search bar with the placeholder text 'Enter text to search...'.

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.

The screenshot shows the 'Configuration' and 'System' settings screens. A 'Publish' button is highlighted in the top right corner. The 'Configuration' screen has a grid of settings, and the 'System' screen has a grid of settings.

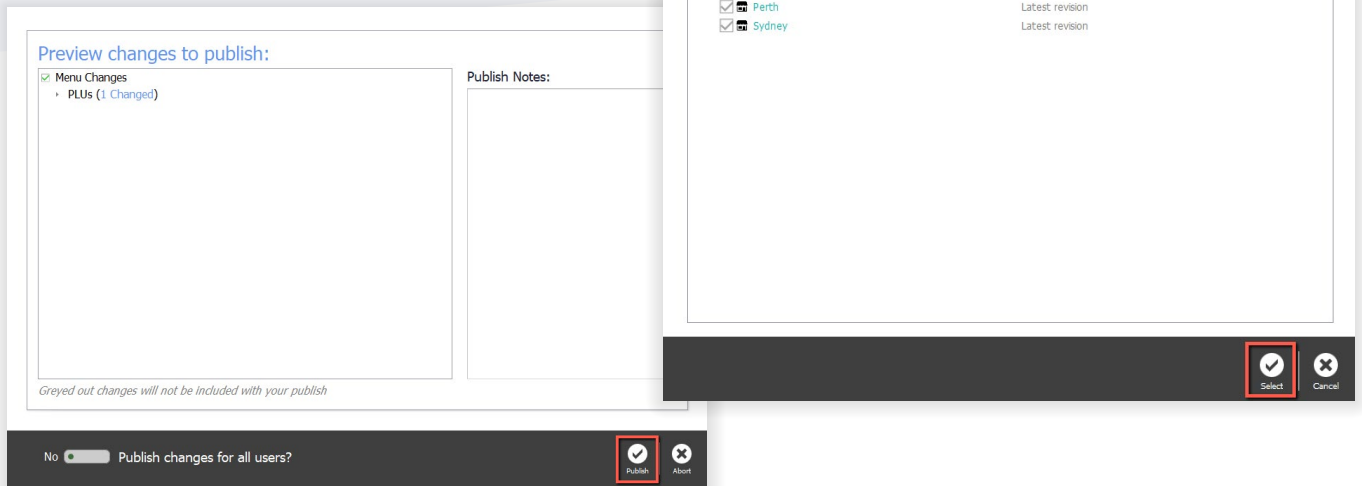
Configuration

- Payment Types
- Print Layouts
- Service Modes
- Users (1)
- Floor Plans
- Printer Maps
- Correction Types
- Periods

System

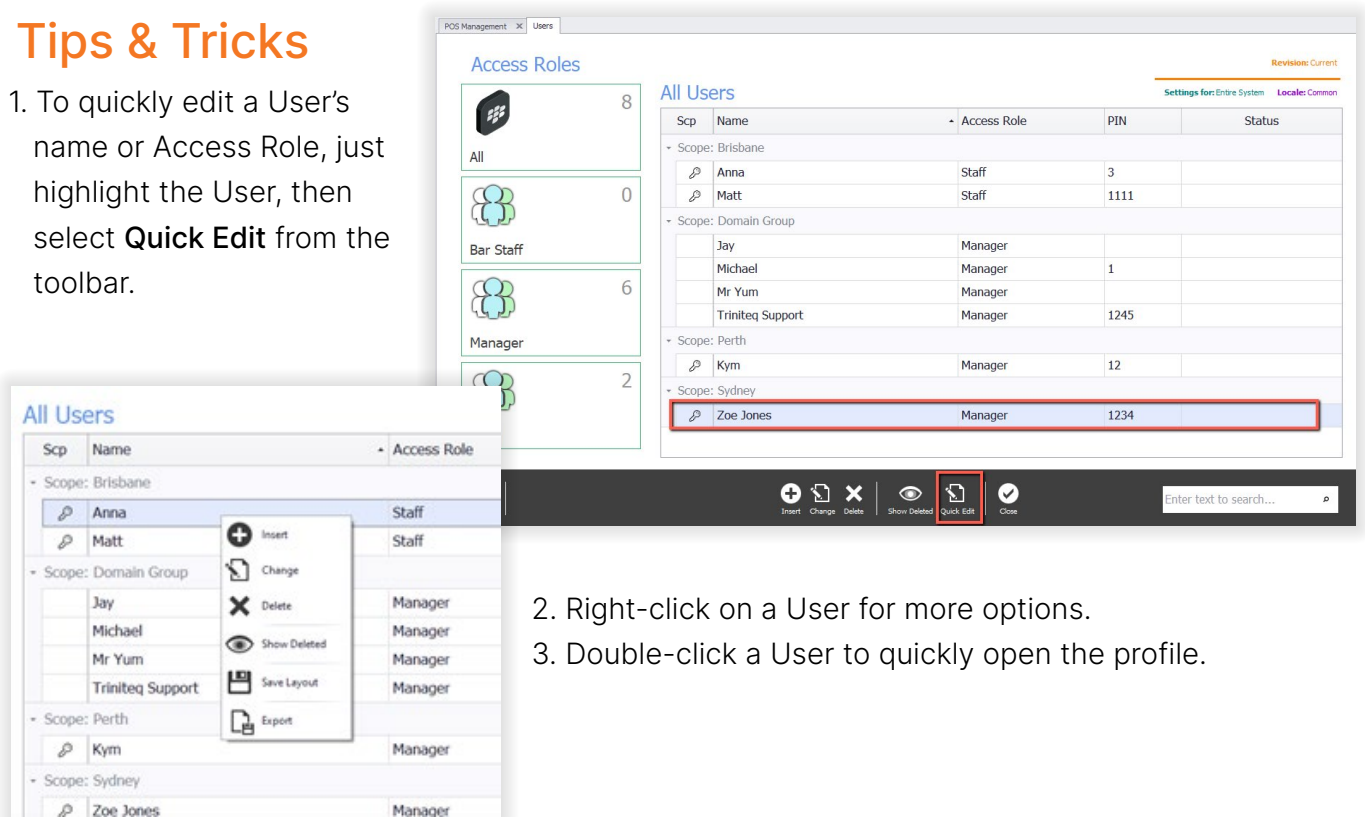
- Price Levels
- Price Schemes
- Service Charge Schemes
- Localizations
- System
- Course Breaks
- Images
- Tax
- Currency
- Head Office Programming

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



3. Tips & Tricks

1. To quickly edit a User's name or Access Role, just highlight the User, then select **Quick Edit** from the toolbar.



2. Right-click on a User for more options.
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

☎ 1300 784 276

✉ support@triniteq.com

Triniteq Sales

☎ 1300 784 666

✉ sales@triniteq.com