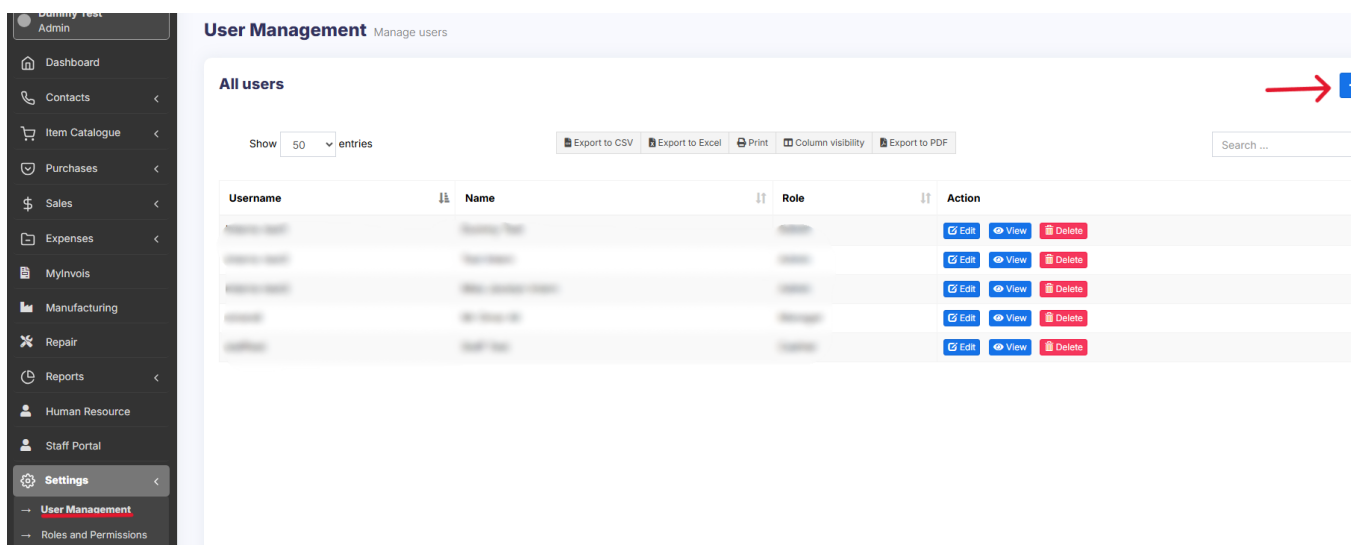


# Adding User & Assigning Location to a User

## Adding users

To add a new user , follow the steps given below

1. Go to **User Management -> Users ->Add New**



The screenshot displays the 'User Management' interface. On the left is a dark sidebar with navigation options: Admin, Dashboard, Contacts, Item Catalogue, Purchases, Sales, Expenses, MyInvois, Manufacturing, Repair, Reports, Human Resource, Staff Portal, Settings, User Management (highlighted), and Roles and Permissions. The main content area is titled 'User Management' and 'Manage users'. It shows 'All users' with a search bar and a 'Show 50 entries' dropdown. Below the search bar are export options: Export to CSV, Export to Excel, Print, Column visibility, and Export to PDF. A table lists users with columns for Username, Name, Role, and Action. Each row has 'Edit', 'View', and 'Delete' buttons. A red arrow points to the top right corner of the table area.

Username	Name	Role	Action
			<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
			<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
			<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
			<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
			<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

2. Fill the user details, select user role, give a unique username.

### User

**Salutation:**  
Mr / Mrs / Miss

**First Name:\***  
Staff Test

**Last Name:**  
Last Name

**Identity Card No.:**  
Identity Card No.

**Email:\***  
staff@gmail.com

Is active ? ⓘ

Enable service staff pin ⓘ

### Roles and Permissions

Allow login

**Password:**  
Password

Leave password field blank if you don't want to update password

**Confirm Password:**  
Confirm Password

**Role: ⓘ**  
Cashier

**Access locations ⓘ**

All Locations ⓘ

Interns Test (BL0001)

Kiosk Makanan (SMKPU)

### More Informations

**Date of Birth:**  
Date of Birth

**Gender:**  
Please Select

**Marital Status:**  
Marital Status

**Blood Group:**  
Blood Group

**Mobile Number:**  
Mobile Number

**Alternate Contact Number:**  
Alternate Contact Number

### Sales Commission

**Sales Commission Percentage (%): ⓘ**  
20.00

**Max sales discount percent: ⓘ**  
10.00

Allow Selected Contacts ⓘ

3. **Sales Commission Percentage (%):** Provide the commission % for this user. This option gets applied if the commission agent feature is enabled. *(Not available in Senangurus-Enterprise)*

### Sales Commission

**Sales Commission Percentage (%): ⓘ**  
Sales Commission Percentage (%)

**Max sales discount percent: ⓘ**  
Max sales discount percent

Allow Selected Contacts ⓘ

4. **Is active?:** Activate/Deactivate the user.

Is active ? ⓘ

5. You can **Edit/Delete** a user.


Username	Name	Role	Action
interns-test1	Training Test	Admin	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
interns-test2	Test Interns	Admin	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
interns-test3	Miss. Javanese Interns	Admin	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
manager	MR. Group 01	Manager	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
staff-test	Staff Test	Cashier	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

# Assign locations

While adding the user, select the locations that the user can access. You can either select all locations or select one or more particular locations.

Refer to the image below:

## Access locations

- All Locations 
- Interns Test (BL0001)
- Kiosk Makanan (SMKPU)

# Max sales discount

## Max sales discount percent:

The maximum discount that an user can give during sales in the POS & sales screen. If you don't want to have this restriction then simply keep this value blank.

# Disable login

You can provide login permission for an user or deny it. If you allow user to login, then you have to provide the username and password for that user.

Refer to the image below

## Roles and Permissions

- Allow login

# Video Demonstration:

<https://www.youtube.com/embed/qXYdwaiv5FQ>