Add staff and set PINs

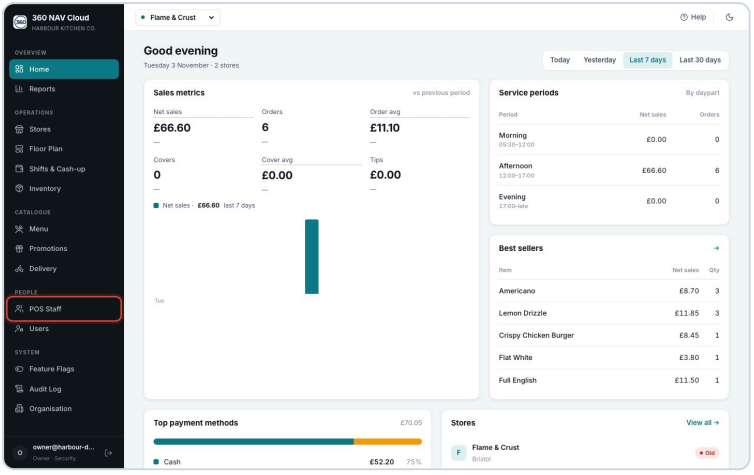
Add a team member, choose their role and stores, and give them a PIN for the till.

For Owners, managers · **Takes** 1 minute

Watch the video
360navtech.com/pos/help/v/add-staff

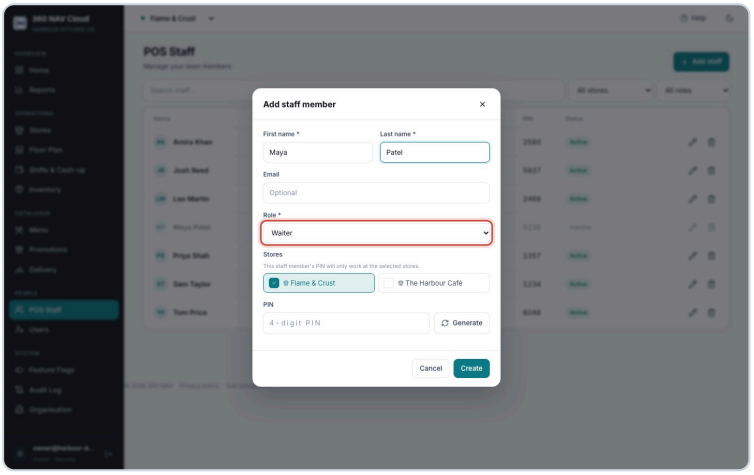
Steps

1. **Open POS Staff.** Click **POS Staff** in the left-hand list.

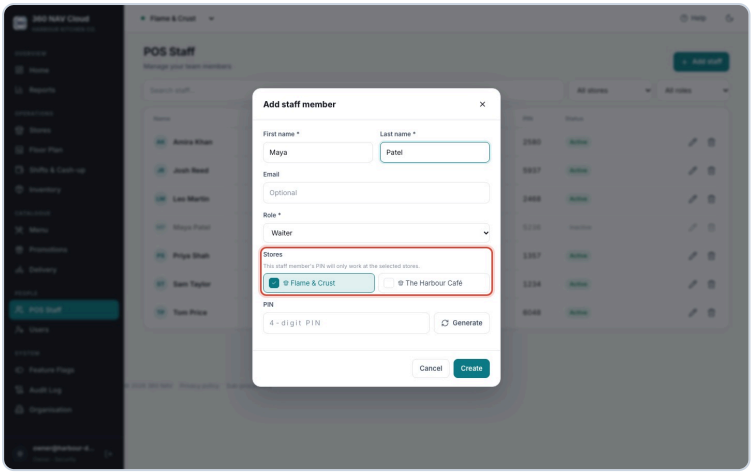


2. **Click Add staff.**

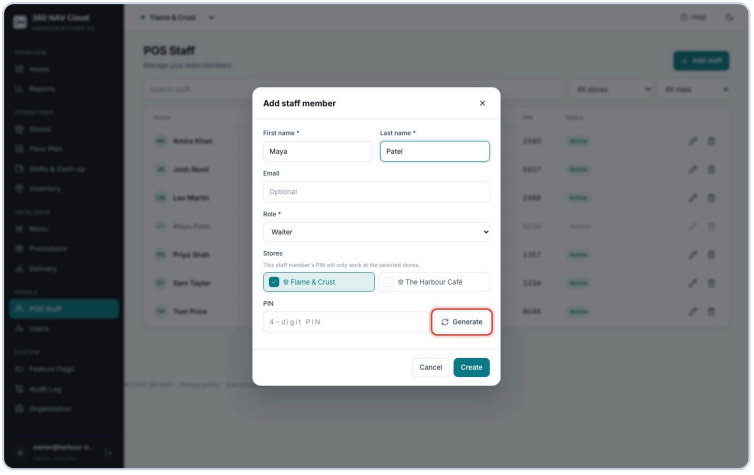
3. **Type their name and choose a role.** The role decides what they can do on the till: Admin, Manager, Cashier, Waiter, Kitchen or Bar.



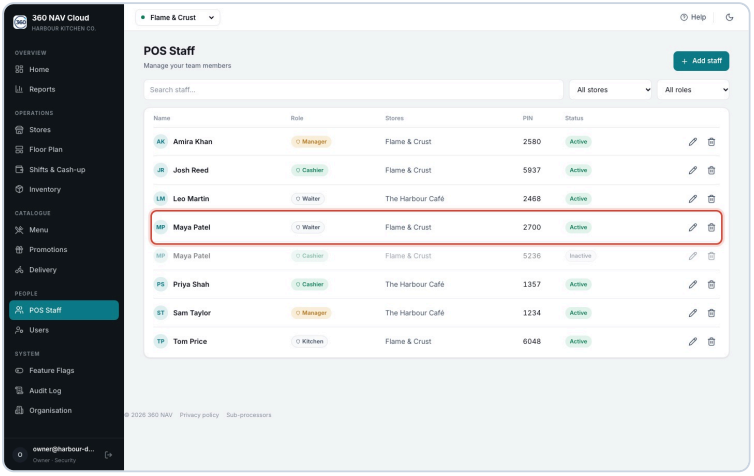
4 **Tick their stores.** Their PIN only works at the stores you tick. The store you're in is ticked already.



5 **Set a PIN and create.** Click **Generate** for a PIN, or type a 4-digit one, then **Create**. Each PIN must be different from everyone else's in your business.



6 **Tell them their PIN.** They show in the list and can sign in on the till within a minute.



Tips

- Managers approve voids, large discounts, refunds and cash-ups, so keep manager roles to the people who need them.
- To stop someone signing in, open them and set them to inactive. Their sales history is kept.