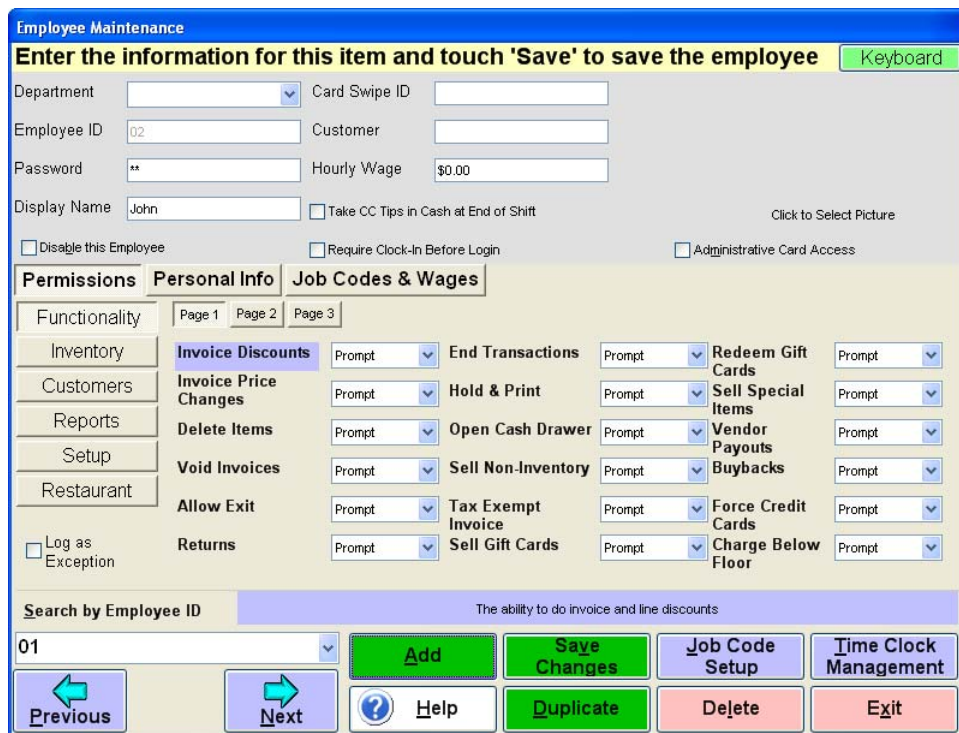


Creating an Employee



Employee Maintenance

Enter the information for this item and touch 'Save' to save the employee Keyboard

Department Card Swipe ID

Employee ID Customer

Password Hourly Wage

Display Name ☐ Take CC Tips in Cash at End of Shift Click to Select Picture

☐ Disable this Employee ☐ Require Clock-In Before Login ☐ Administrative Card Access

Permissions **Personal Info** **Job Codes & Wages**

Functionality Page 1 Page 2 Page 3

Inventory **Invoice Discounts** End Transactions Redeem Gift Cards

Customers **Invoice Price Changes** Hold & Print Sell Special Items

Reports **Delete Items** Open Cash Drawer Vendor Payouts

Setup **Void Invoices** Sell Non-Inventory Buybacks

Restaurant **Allow Exit** Tax Exempt Invoice Force Credit Cards

☐ Log as Exception **Returns** Sell Gift Cards Charge Below Floor




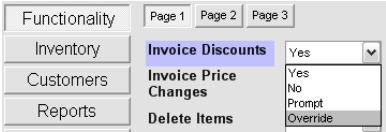

Search by Employee ID The ability to do invoice and line discounts

01 Add Save Changes Job Code Setup Time Clock Management

Previous Next Help Duplicate Delete Exit


Employees are configured within the **Employee Maintenance** screen of Restaurant Pro Express and Cash Register Express. Cashiers and servers must be added into the system before they can log in and ring up sales. Other types of employees can be added and their hours tracked within CRE/RPE, even if their jobs don't require them to use the POS. The steps below describe how to add your initial server into CRE/RPE.

Creating an Employee

 	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Administrative then, Employee Maintenance. Only the administrator can access this screen.
	<ol style="list-style-type: none"> 4. Select the Add Employee button to create a new employee record. Assign a unique Employee ID (e.g. 02, 03), password and a Display Name (e.g. Skyler) that prints on the receipt. If you would like to assign a secure login card to this employee, swipe the card in the Card Swipe ID box.
	<ol style="list-style-type: none"> 5. Assign security permissions by selecting the dropdown list and selecting Yes (the employee can do this), No (they cannot), Prompt (they can with manager's permission) or Override (they can perform and are a manager for this function only).
	<ol style="list-style-type: none"> 6. Select the Save button. Your employee has been added! Add any additional employees you wish to configure and then select the Exit button to go back to the Login Screen.

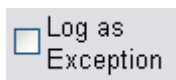
Employee Permissions

Restaurant Pro Express can be configured in a flexible fashion, allowing you to define which employees can access which functions inside of the system. It is important to understand and properly configure the permissions to ensure employees can only access the functionality you want them to access.

	<p>Security is a priority within Restaurant Pro Express. The Employee Maintenance screen has dozens of permissions which can be set individually for each employee and determine what that employee is allowed to or restricted from doing. Most of the permissions have four settings:</p> <ul style="list-style-type: none">• Yes allows the use of a function.• No restricts the selected function.• Prompt asks for manager's permission to use the selected function.• Override makes the selected employee a manager for the selected function, meaning they can access the function and also give an employee with the Prompt setting permission to use this function.
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The **Exceptions Tracking** features of RPE provide a great way to identify and track suspect activity. If you log a certain activity as an exception (ex: Server 01 ringing in a discount or Server 03 opening the cash drawer for change), RPE will record this instance in an Exceptions Log for later viewing. Even though many of these functions are already recorded for all employees, this will provide you with a list of functions and employees you would like to specifically watch.

Exceptions Tracking is a great analytical tool that will provide you with specific lists of activity you define as suspect without having to wade through pages of information. You can view the results in the **Operational Exceptions** report, viewable in the **Sales** tab of the **Reporting Screen**.



Configuring **Exceptions Tracking** is easy; simply check the **Log as Exception** check box for each permission and employee combination that you wish to watch. This setting is configured individually for each employee and permission to provide maximum flexibility.