

# Create Account

The Create Account feature allows administrators and operators to register and manage user accounts within the system in a structured and secure manner. This module is designed to support different user roles and access levels, ensuring proper control and accountability across operations.

Users can create accounts by defining user details, assigning roles, and setting permission levels according to operational requirements. The system supports role-based access control to ensure that each user can only access features relevant to their responsibilities.

With an intuitive and guided setup process, administrators can quickly create, update, or manage accounts to support smooth onboarding and efficient system usage. Once created, user accounts are seamlessly integrated with the POS system, booking modules, and operational controls to ensure a consistent and secure user experience across the platform.

## Start-Up Account

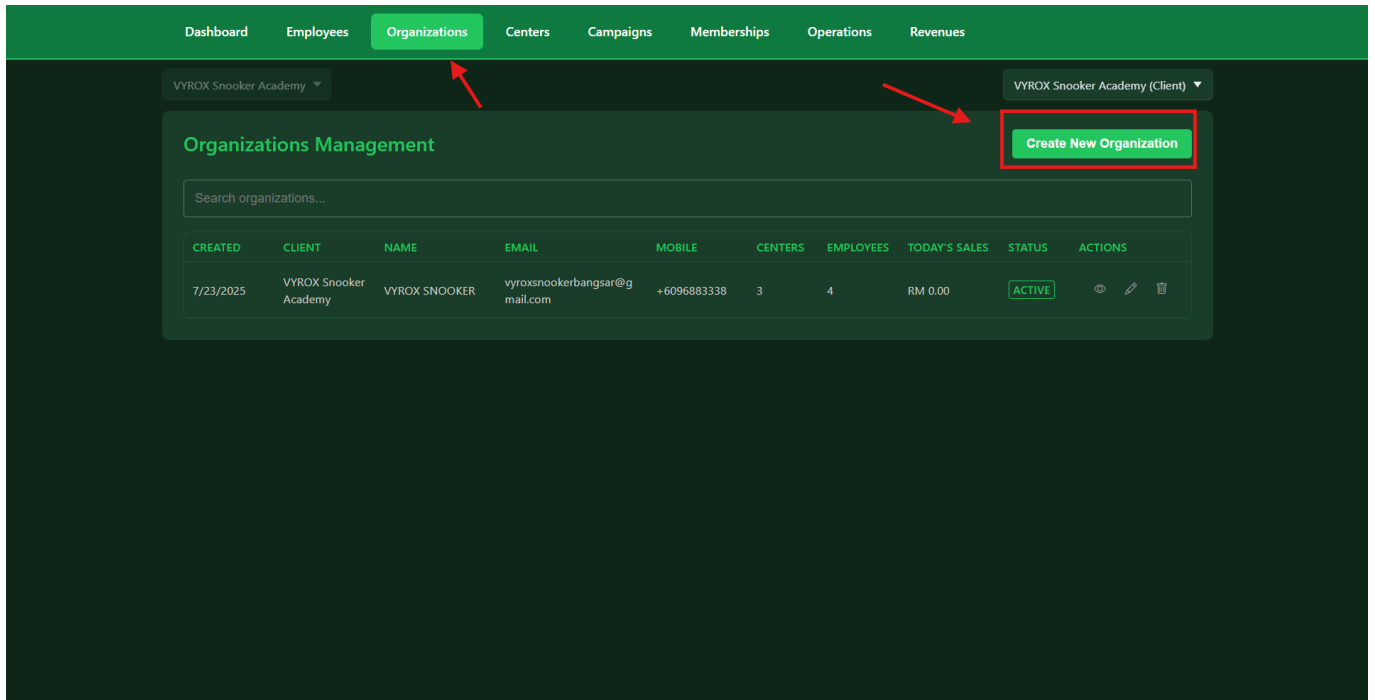
1. Enter Username and Password (Client account) in Administrator Area.
2. Organization
3. Center
4. employee

### Step 1:

Login Account Client > Go to Organization > Click Create New Organization

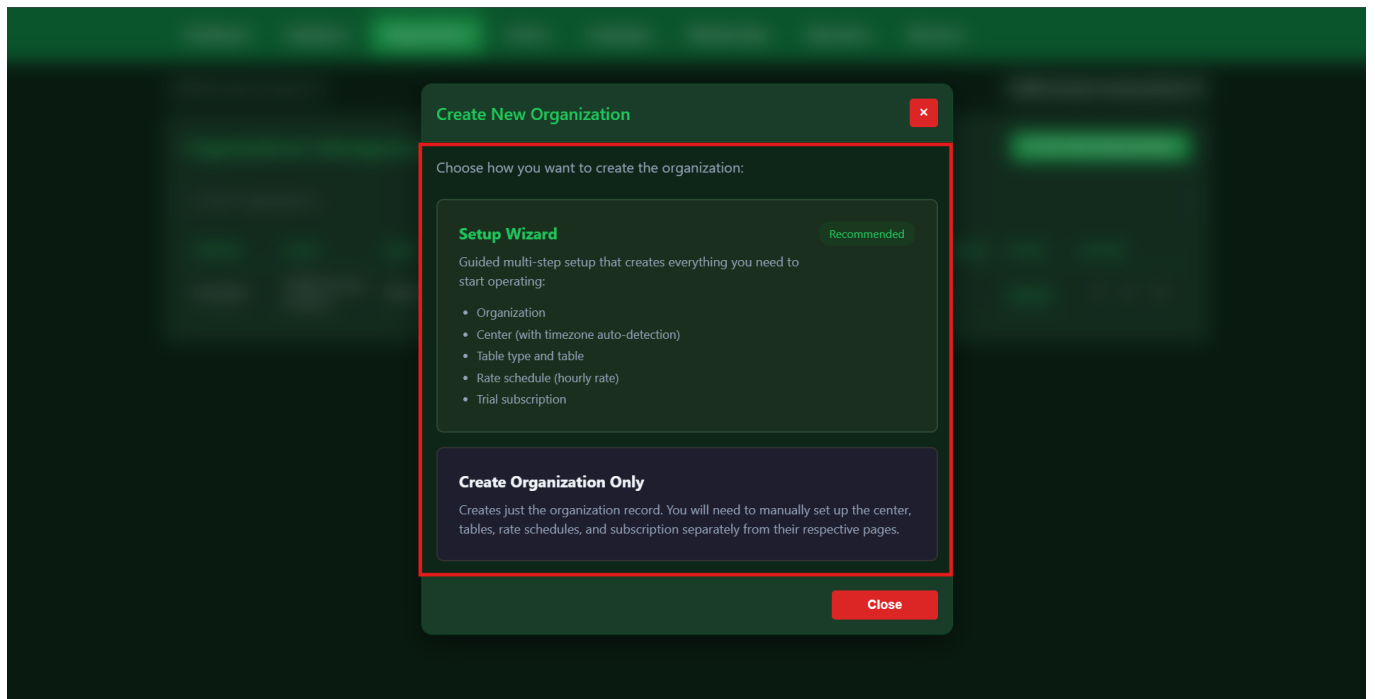
Details Create Account Organization:

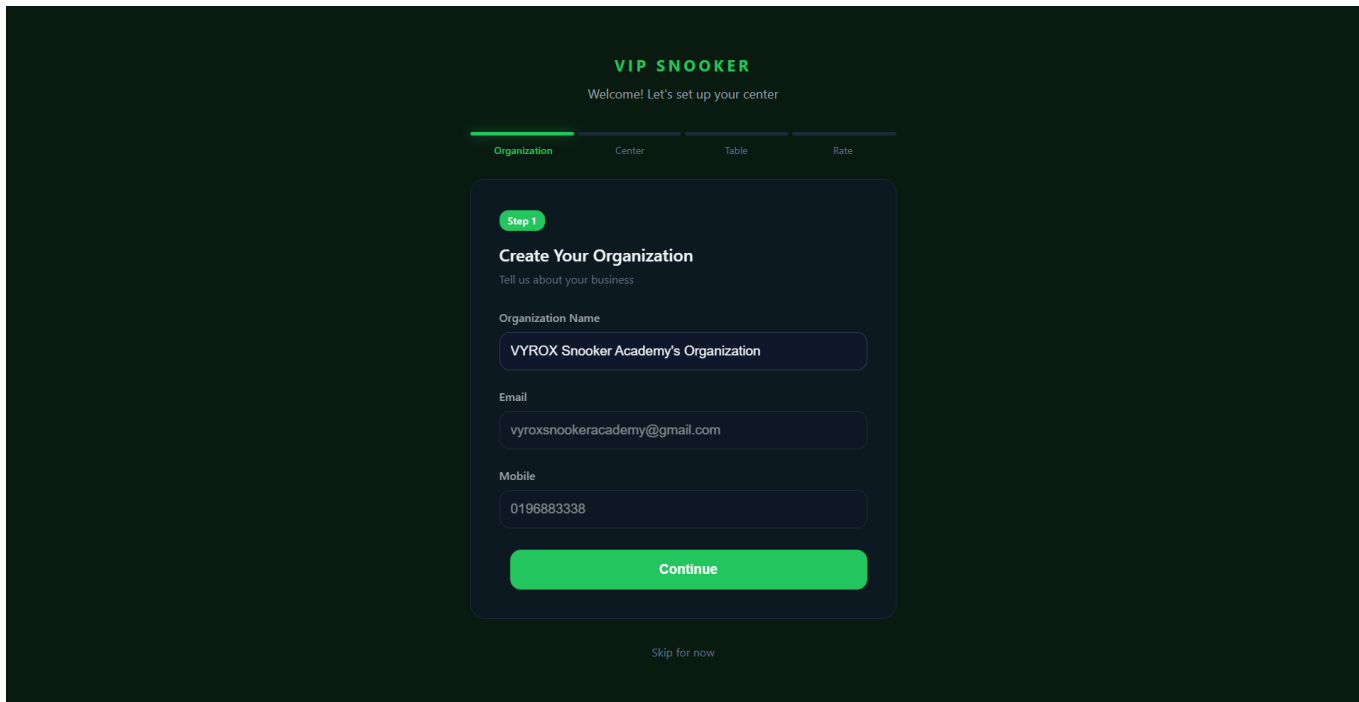
1. Fill in the full organisation name and email address
2. Fill mobile phone and password
3. Fill LHDN Business Information, select ID Type (Business Registration) and fill Business Name
4. Choose currency settings (currency code, currency symbol, symbol placement, decimal places, rounding precision)



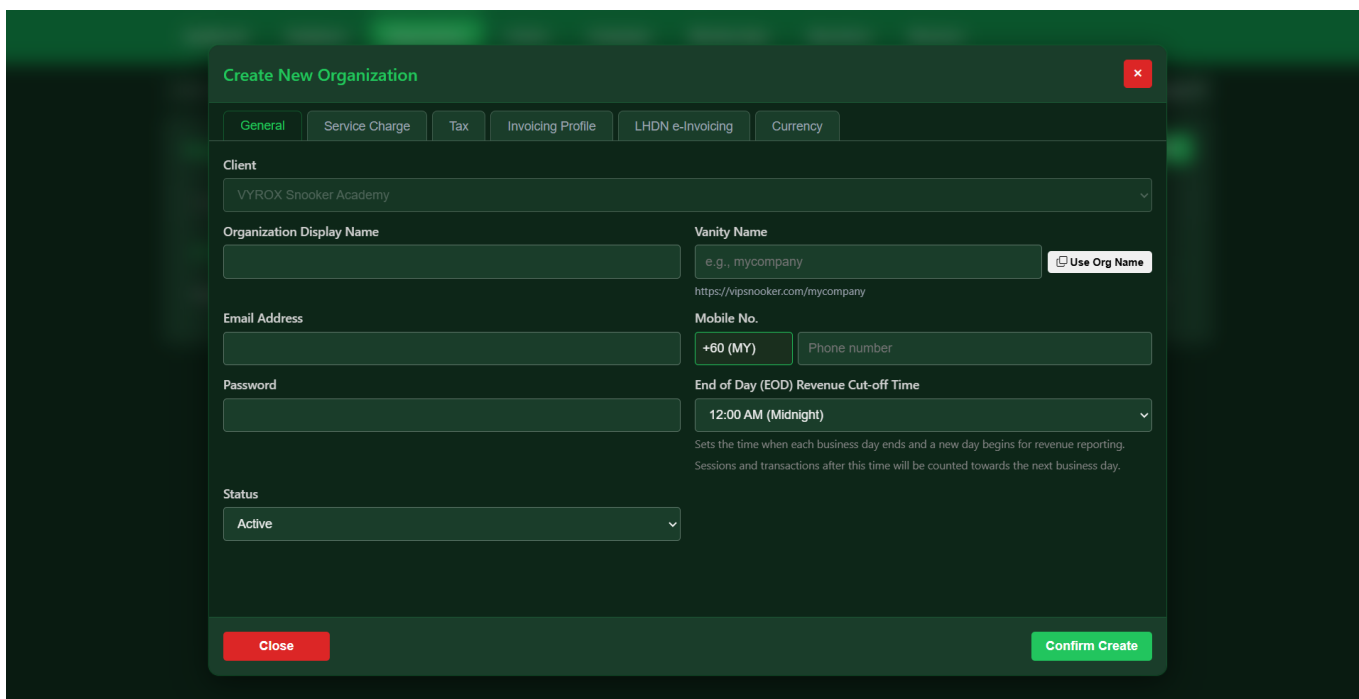
Choose 'Setup Wizard' or 'Create Organization Only'

1. Setup Wizard (Fast set up for the centre, price and operation section for default)
2. Create Organization Only (Need to set up one by one)





**\*Note :** This interface, if you choose 'Setup Wizard'



**\*Note :** This interface, if you choose 'Create Organization Only'

**Step 2:**

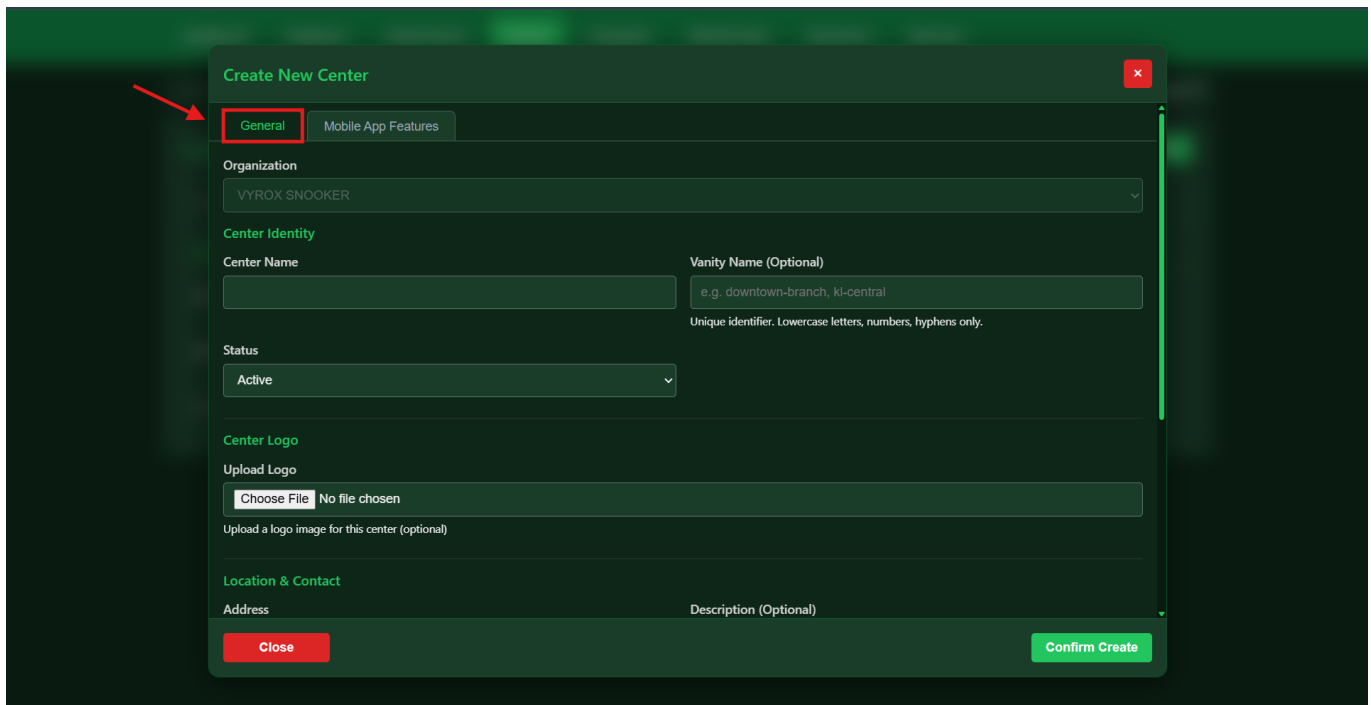
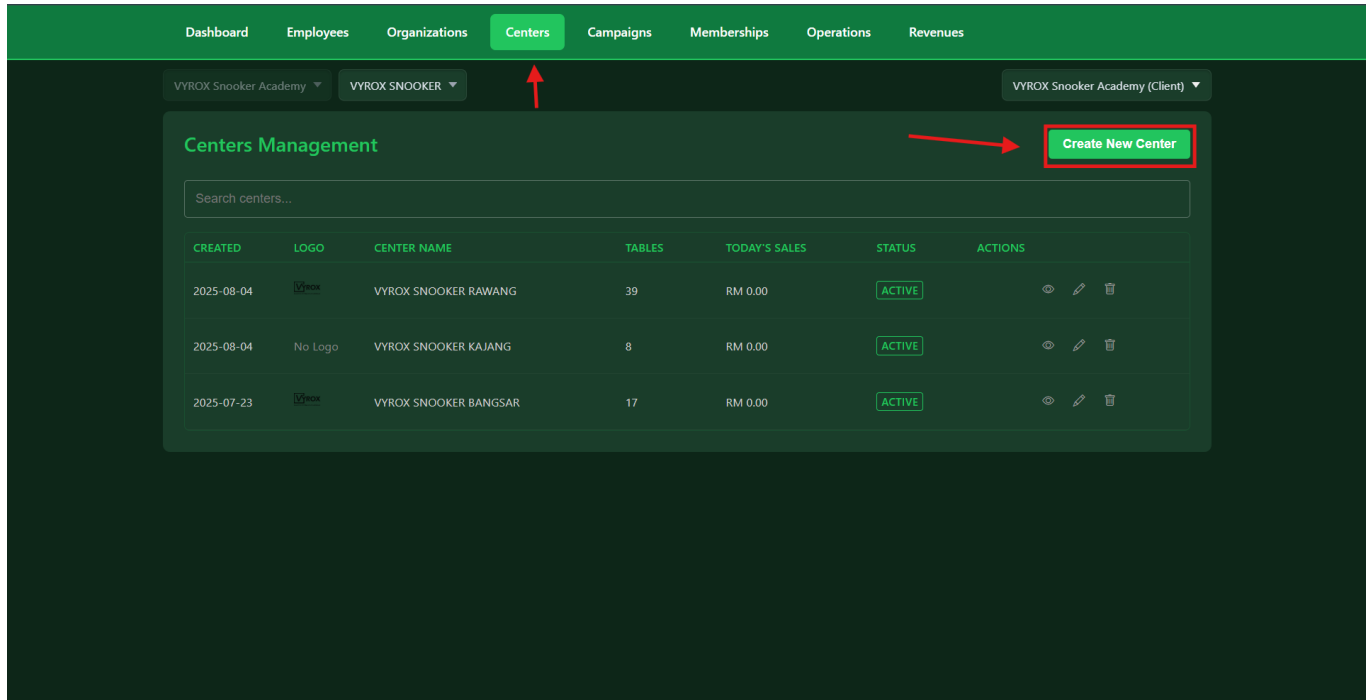
Create a centre if you choose 'Create Organization Only' :

Go to Center > Click All Organization and change to your Organization > Click Create New Center

Details Create Center:

1. Fill in the full center name
2. Set day cut-off time

### 3. Put logo (Option)



### Step 3:

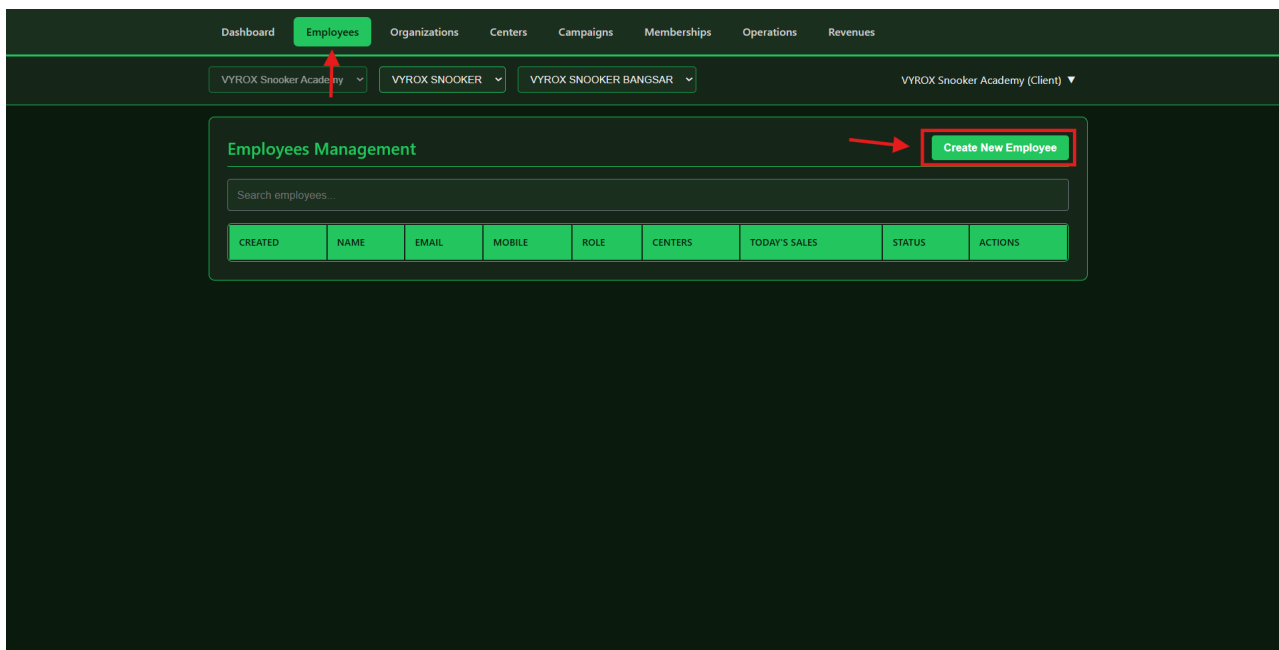
Create Employee Account:

Login Account Organization > Go to Employee > Click All Organization and change to your Organization > Click All Center and change to Center You Want to Create Account Employee > Click Create New Center

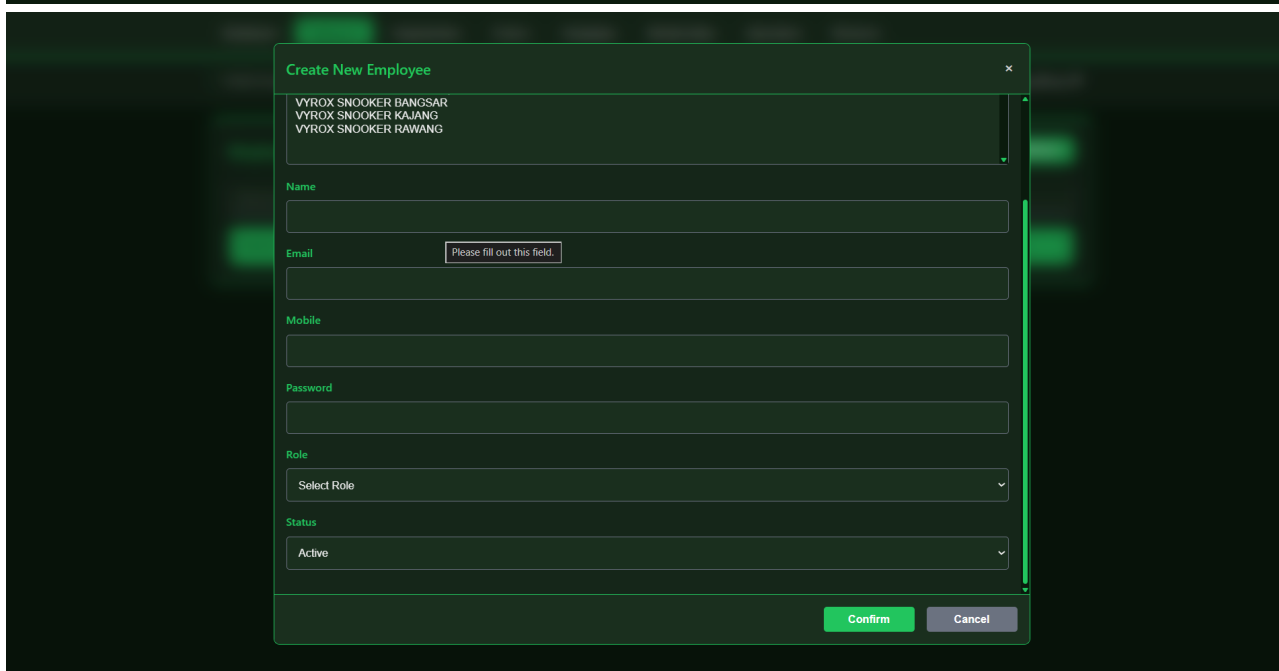
Details Create Employee Account:

1. Select centers (Hold Ctrl to select multiple)

- 2. Fill in the full organisation name and email address
- 3. Fill mobile phone and password
- 4. Choose a role for your employee



1.



2.

**\*Note: make sure account client (Superadmin for the owner of the centre) is not put on the PC in your center put the organization account or staff account.**

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