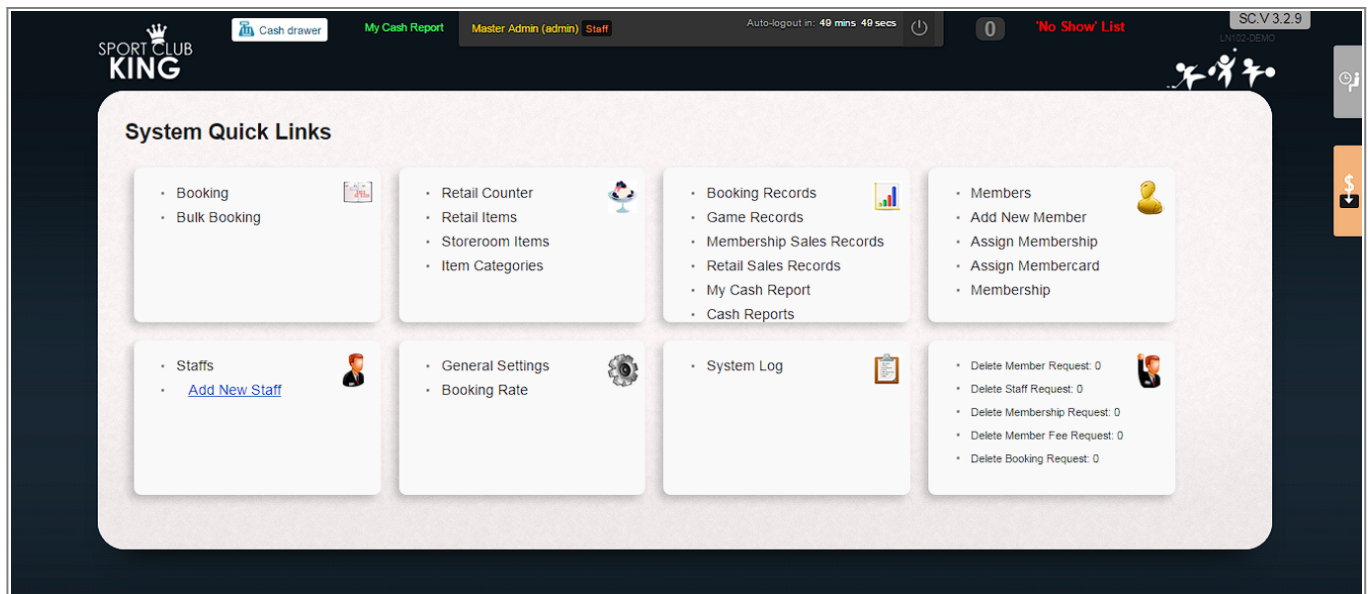


3. Staff Management

Read this chapter to learn how to set up staff accounts before register membership accounts.

3.1 Create staff account

1. Go to “Add New Staff” at the main interface.



2. Select Account type “Cashier”, “General Manager”, “Administration”, “Finance Officer” or “Customer Relationship Officer (CR Officer)”.

3. Fill up staff information: full name, gender, religion, date of birth D.O.B, NRIC, Contact No., email address and mailing address.

4. Remember to click “**Create**” to complete the staff registration process.

3.2 Staff Account Privilege

1. Double click “Membership software” to login personnel account.

2. Each personnel will have their own staff ID. You can request staff ID from Admin account.

3. Enter personnel ID and password. Default password is 123456.

4. After login staff account, click “**write**” > enter new password > click “**Update**” to save changes.

5. Types of staff account and their privileges are as follows:

