

# Employees

The Employee Management feature enables club proprietors to effectively administer the profiles, duties, and responsibilities of their employees within the system. This module is intended to facilitate the administration of a structured workforce, thereby guaranteeing the seamless operation of daily operations and the establishment of distinct role designations throughout the club.

Operators have the ability to establish employee roles, access levels, and permissions in accordance with their respective job functions, including counter staff, floor supervisors, technicians, and managers. Operational security and accountability are guaranteed by the ability to configure each employee profile with specific system access to POS operations, invoicing, table control, and administrative functions.

Operators can effortlessly add, amend, or manage employee records in real time with the assistance of a simplified management interface. The POS system and operational workflows are seamlessly integrated with all employee access and activities, resulting in a consistent operational experience across the platform, controlled system utilisation, and accurate monitoring.

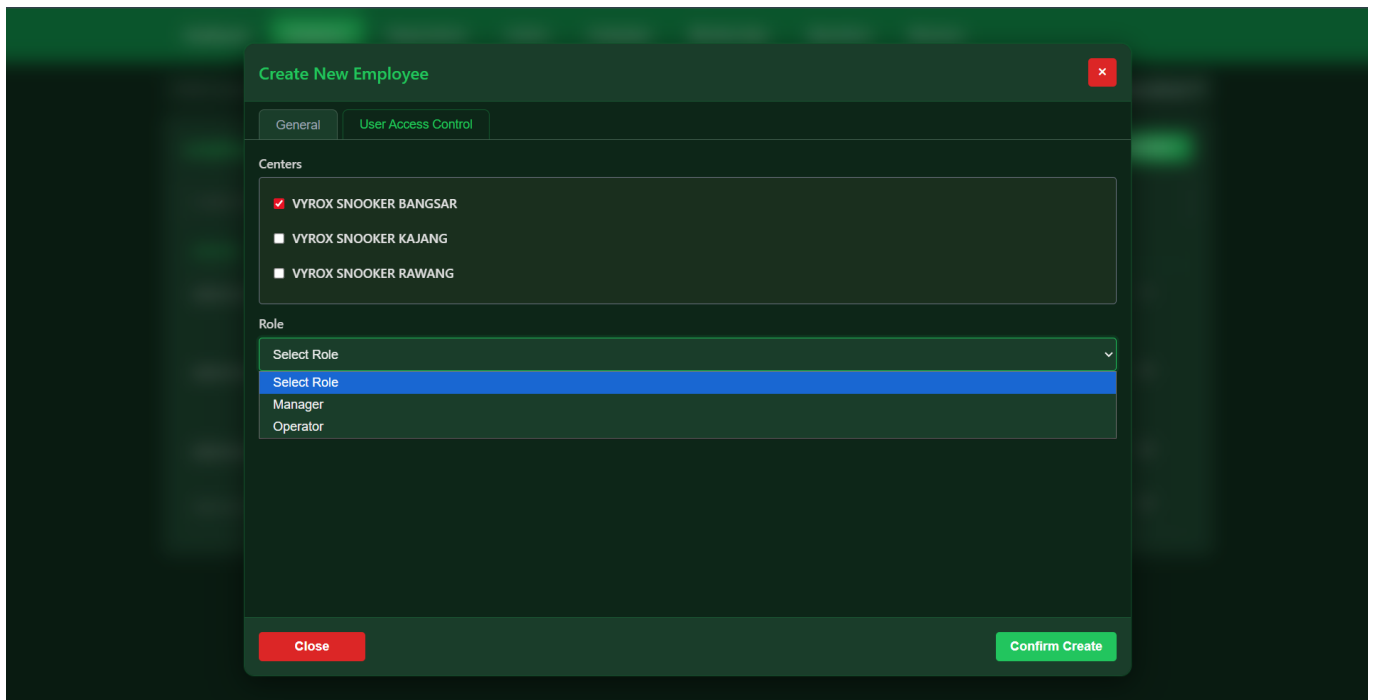
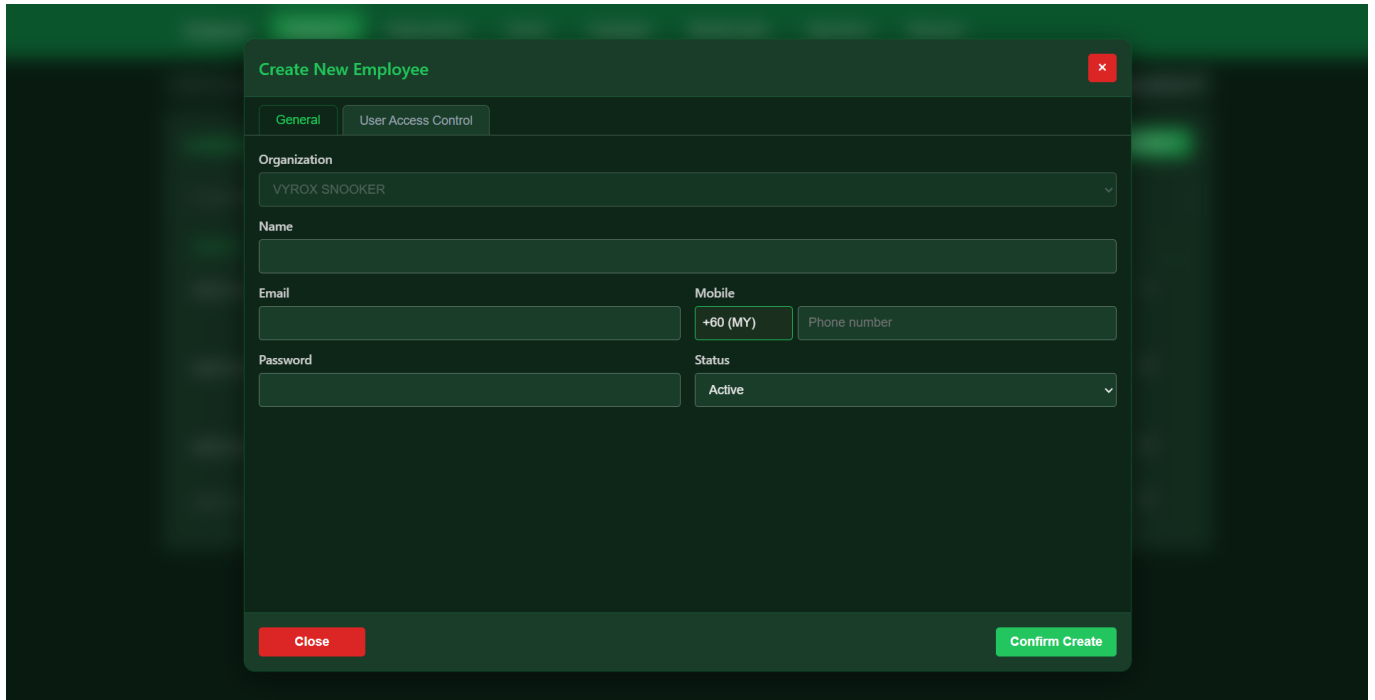
## 17. Employees

### 17.1 Create Employees

Go to Employees > Select Center > Create New Employee

Details to Create Membership:

1. Choose "Centers (Hold Ctrl to select multiple)"
2. Fill "Name"
3. Fill "Email"
4. Fill "Mobile"
5. Fill "Password"
6. Select "Role"



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

## 17.2 Role

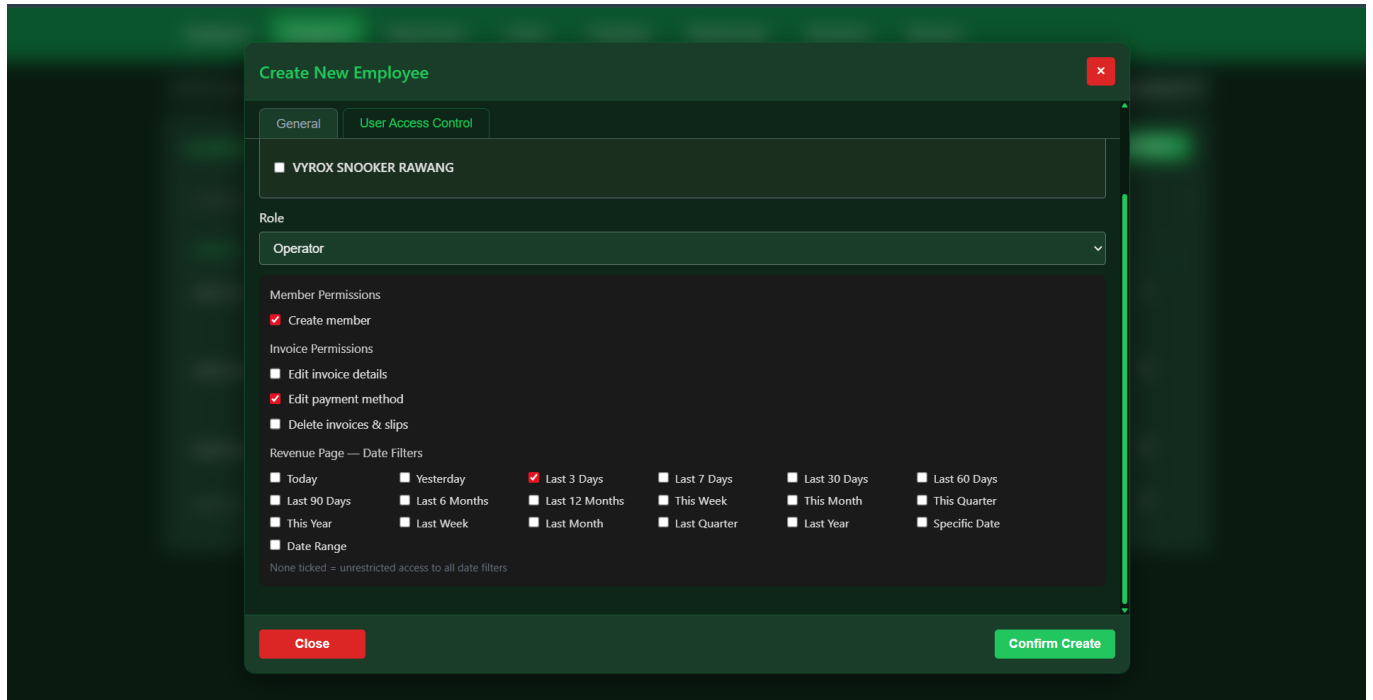
### 1. Manager Role

- All fuction same as admin account but cannot edit organization, center or make announcements.

### 1. Operator Role

- Can set 'Member Permissions'
- Can set 'Invoice Permissions'

- Can ser 'Revenue Page — Date Filters'



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