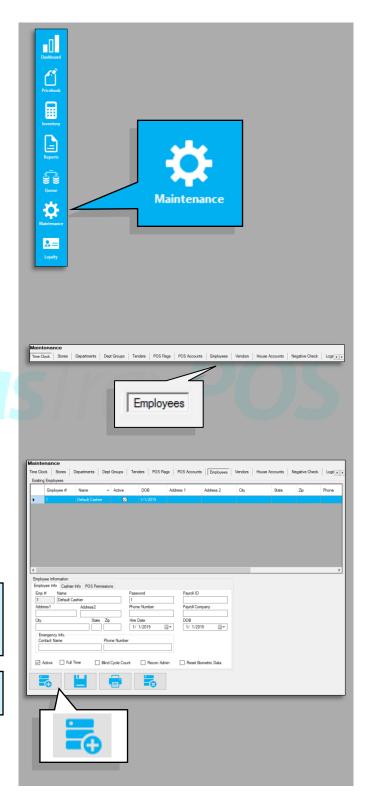# Creating Cashiers & Employees Usage Guide

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1) After logging into the **FasTrax Director**, select the "**Maintenance**" icon.

2) Select "**Employees**" from the available selections listed along the top of the **Director**.

3) From the Employee screen choose the **Add/Plus** button located at the bottom of the screen.

The top portion of this screen shows existing employees. You can edit by highlighting an employee and changing any information in the lower section(s).
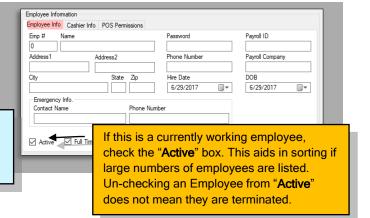
The lower portion of this screen shows the editable attributes of an employee/cashier.
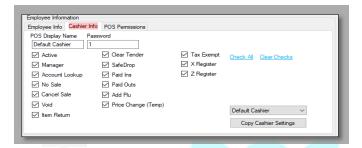
4) In the lower portion, there are separate tabs for **Employee** and **Cashier** information. Fill in the information for this **Employee**.
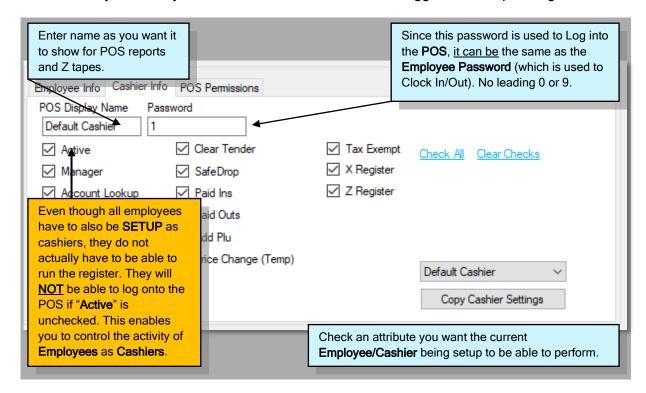

The **Employee Number**, **Name** and **Password** are *all that have* to be entered for an employee. These are necessary for **Clocking In/Out** on the **POS**. Any additional information is optional.

If this is a currently working employee, check the "**Active**" box. This aids in sorting if large numbers of employees are listed. Un-checking an Employee from "**Active**" does not mean they are terminated.

5) Once the Employee information is entered, click the tab that is labeled "**Cashier Info**".

6) Enter the cashier name as you want it to show on **Z** tapes and reports. Enter the numerical password for this employee. **Passwords cannot start with "0" or "9".** Lastly, check any attribute you want this cashier to have while logged in and operating the **POS**.
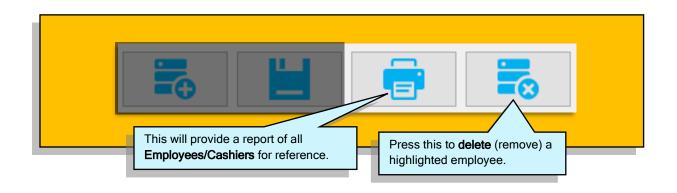
Enter name as you want it to show for POS reports and Z tapes.

Since this password is used to Log into the **POS**, it can be the same as the **Employee Password** (which is used to Clock In/Out). No leading 0 or 9.

Even though all employees have to also be **SETUP** as cashiers, they do not actually have to be able to run the register. They will **NOT** be able to log onto the POS if "**Active**" is unchecked. This enables you to control the activity of **Employees** as **Cashiers**.

Check an attribute you want the current **Employee/Cashier** being setup to be able to perform.

7) On the "**Cashier Info**" screen, there are a set of quick options for setting Cashier attributes.

Copy Cashier Settings - If you want to copy a pre-existing cashiers settings, choose them from the drop down and press this button.

Check All - Pressing this will check all attributes.

Clear Checks - Pressing this will clear all attributes checked for this cashier.

John Griffin ▼
Copy Cashier Settings

Check All   Clear Checks

John Griffin ▼
Darren Schwartz
Doug Nolan
James Williams
John Griffin
Jonathan Walters
Reggie Roberts
Shelby McElvea
Stacey Zanetti
Steve Cover
Zack McAnally

8) After you have completed entering information for this **Employee/Cashier**, choose the "**Save**" button located at the bottom of the **Director**.
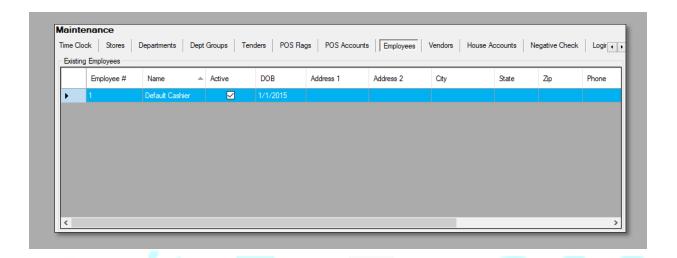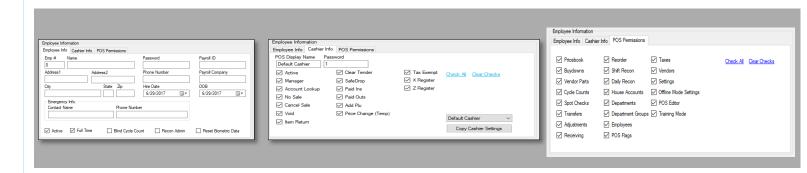
This will provide a report of all **Employees/Cashiers** for reference.

Press this to **delete** (remove) a highlighted employee.

1) After following steps 1 & 2 from the "How to Create Employees & Cashiers" section, choose the employee/cashier you wish to edit.

2) Edit any applicable information from the "**Employee Info**", "**Cashier Info**", and "**POS Permissions**" tabs.
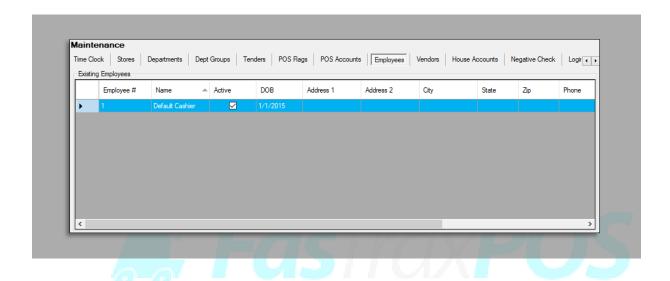

3) Press the "**Save**" button when finished editing.

How to Delete Employees and Cashiers

1) After following steps 1 & 2 from the "How to Create Employees & Cashiers" section, choose the employee/cashier you wish to delete.

2) After highlighting the applicable Employee/Cashier you wish to delete, press the "**Delete**" button.

> **Note** - Employees and cashiers cannot be deleted/removed independently of each other. Remember that employees have to be set as cashiers as well. However, a cashier's functions and attributes can be limited via the **"Cashier Info"** tab.