

#31 - POS "Communiqué" - Creating new Manager in Back office

The following are steps to create Management User/Password that are required to have access to the back office module.

Example: Manager, Assistant Manager, Bar Supervisor, Function Coordinators)

Enter with the manager password in MaitreD Back Office (this is the person that has access right now)

Language - English - click OK (if applicable)

Click on Tools (top left corner)

User Editor

Click on NEW

On the right enter

USER NAME: type in new Person name, (Do not change the access level)

PASSWORD: type in a password

CONFIRM PASSWORD: type password again

Click APPLY

Click OK

Click on the X on the Top right hand screen of MaitreD