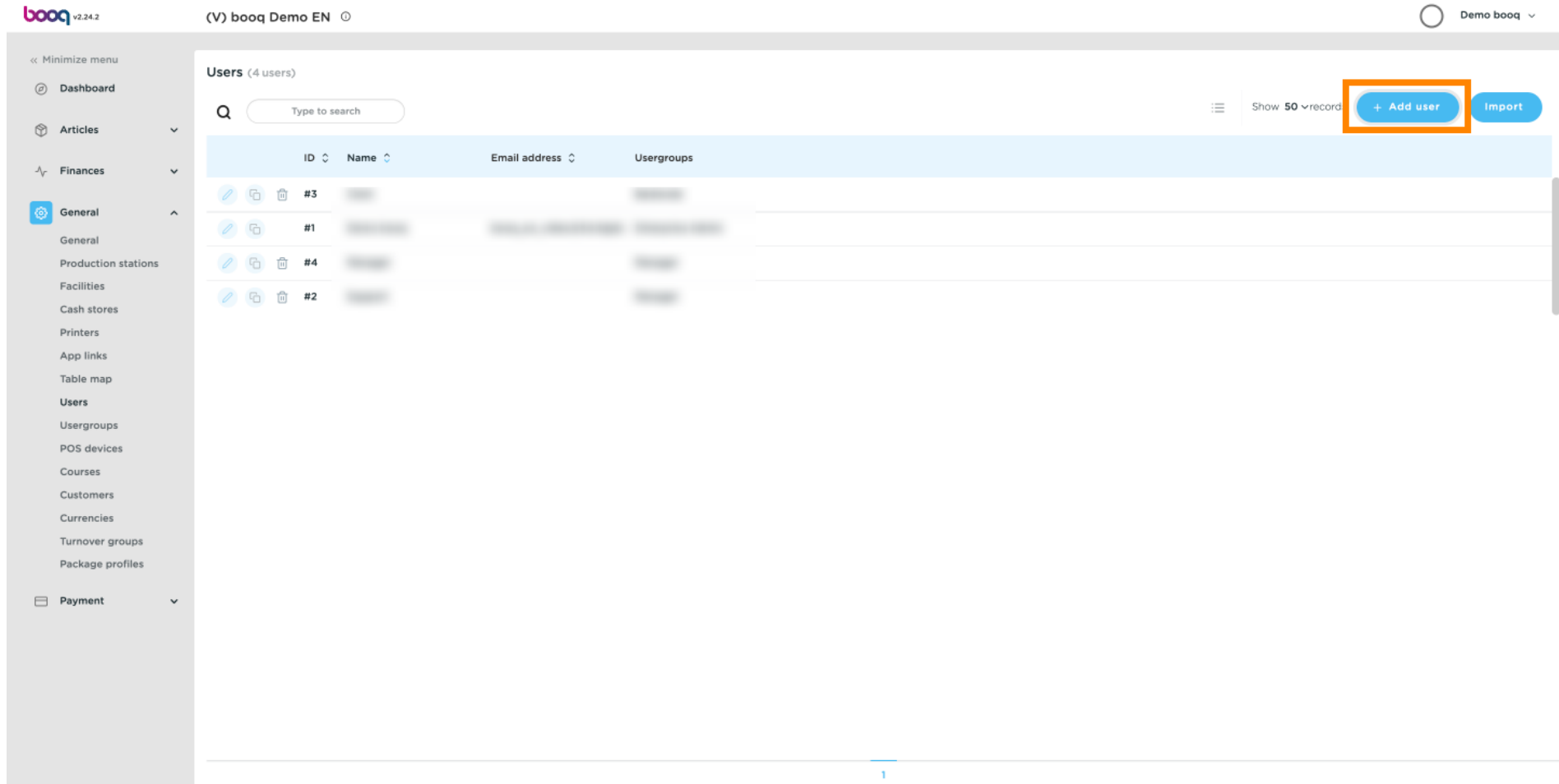




Go to **Users** and click **+ Add user**.



booq v2.24.2 (V) booq Demo EN Demo booq

Users (4 users)

Q Type to search Show 50 records

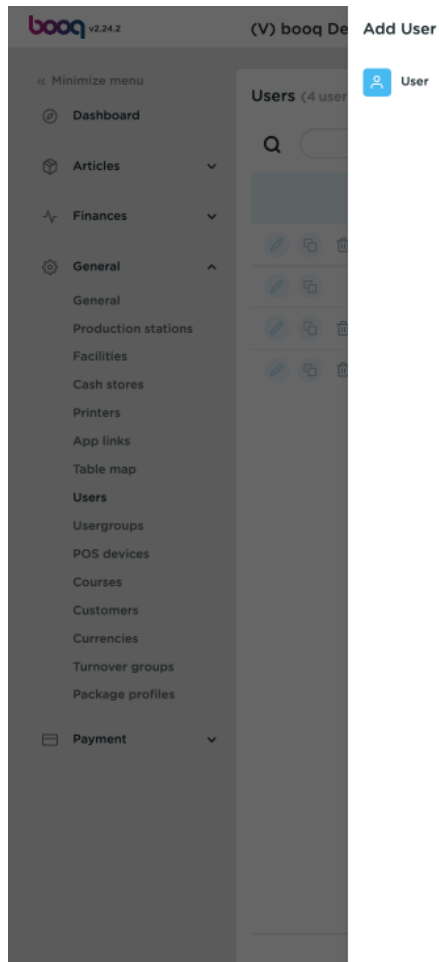
+ Add user Import

ID	Name	Email address	Usergroups
#3			
#1			
#4			
#2			

1



Click on the **text field** under Name to add the user's name.



User

CLOSE

General

Name *

Role(s)
 Backoffice user App user

Identification

Your reference ID

Areas

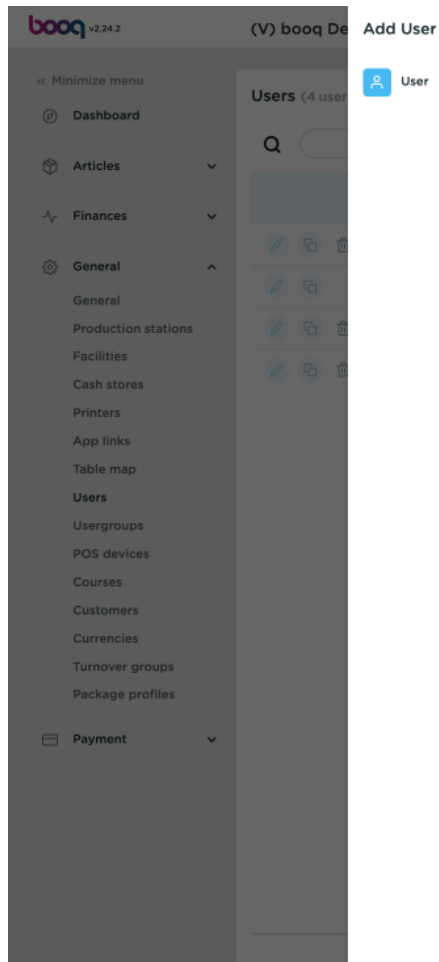
Where has the user access to? [Select All](#) [Deselect all](#)

None

Save and add new Save



Click the Users Role(s) by choosing **Backoffice user** or **App user** or both.



User

CLOSE

General

Name *

Role(s)
 Backoffice user App user

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

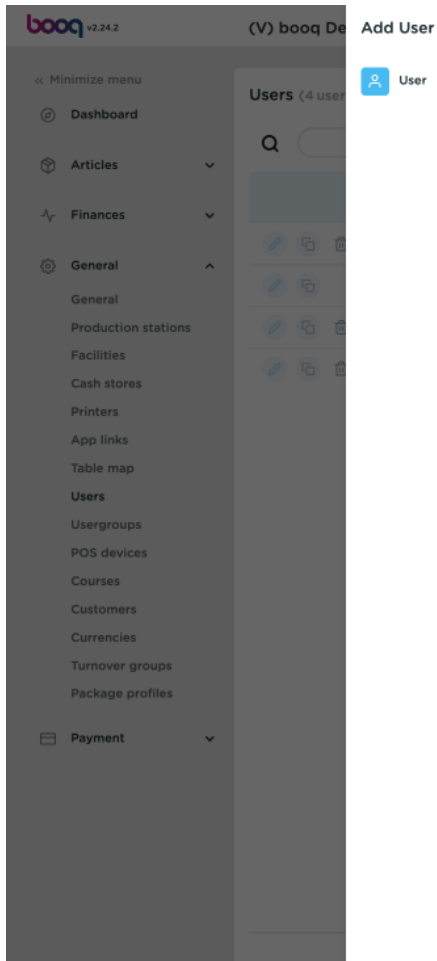
None

Identification

Your reference

ID

 If your User is a Backoffice user, tick the **box** next Backoffice user.



User

CLOSE

General

Name *

Role(s)
 Backoffice user App user

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

None

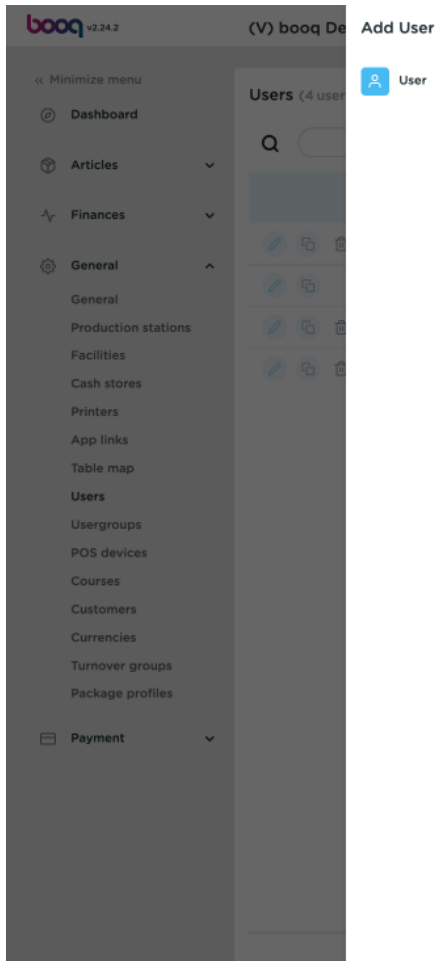
Identification

Your reference

ID



Click the **text field** below Email address to add the Backoffice user's email address.



User CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

Backoffice user

Email address *

Current password *

New password *

New password should have a minimum of 8 characters.

New password confirmation *

Usergroups

Usergroup

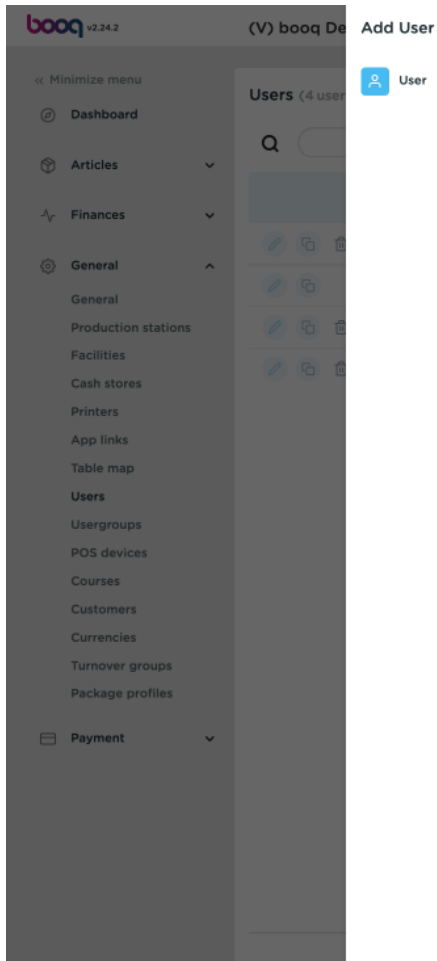
[+ Add usergroup](#)

Identification

Your reference ID

[Save and add new](#) [Save](#)

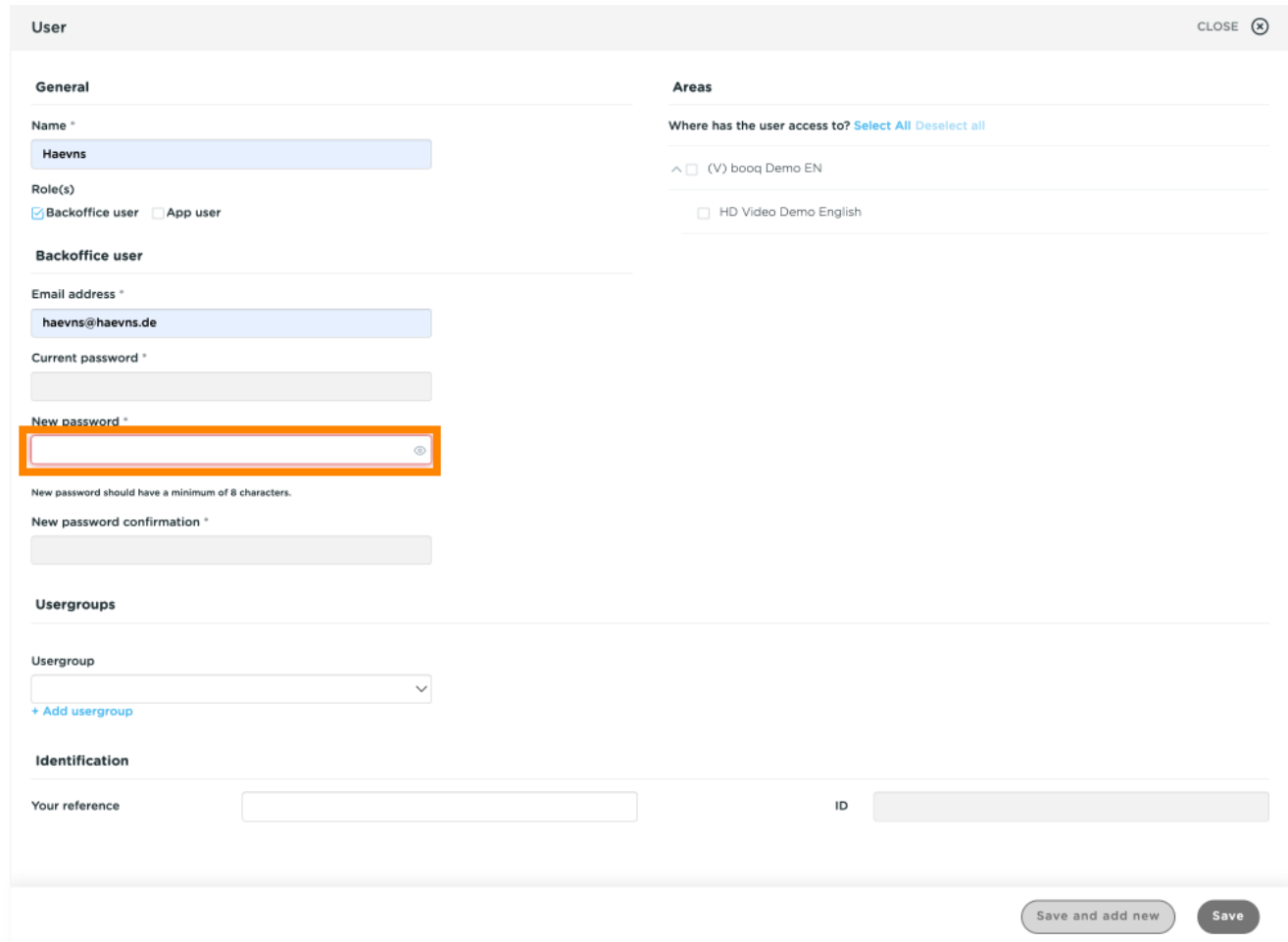
 Click on the **text field** below New password* add a new password.



booq v2.24.2 (V) booq De Add User

Users (4 user) User

- Dashboard
- Articles
- Finances
- General
- Production stations
- Facilities
- Cash stores
- Printers
- App links
- Table map
- Users
- Usergroups
- POS devices
- Courses
- Customers
- Currencies
- Turnover groups
- Package profiles
- Payment



User CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

Backoffice user

Email address *
haevns@haevns.de

Current password *

New password *

New password should have a minimum of 8 characters.

New password confirmation *

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

(V) booq Demo EN

HD Video Demo English

Usergroups

Usergroup
+ Add usergroup

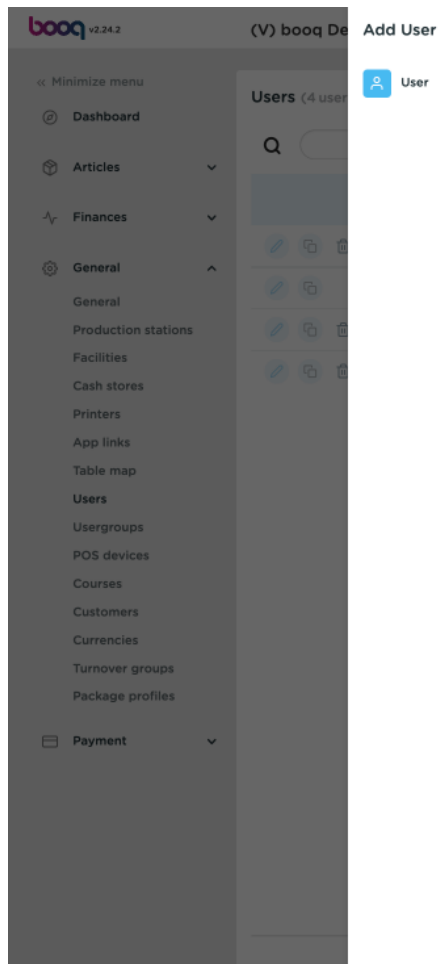
Identification

Your reference ID

Save and add new Save



Click on the **text field** New password confirmation. Confirm your new password. **Note: as long as your new password has not been confirmed, your User can't be saved.**



CLOSE
✕

General

Name *

Role(s)

Backoffice user App user

Backoffice user

Email address *

Current password *

New password *

New password should have a minimum of 8 characters.

New password confirmation *

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

(V) booq Demo EN

HD Video Demo English

Usergroups

Usergroup

[+ Add usergroup](#)

Identification

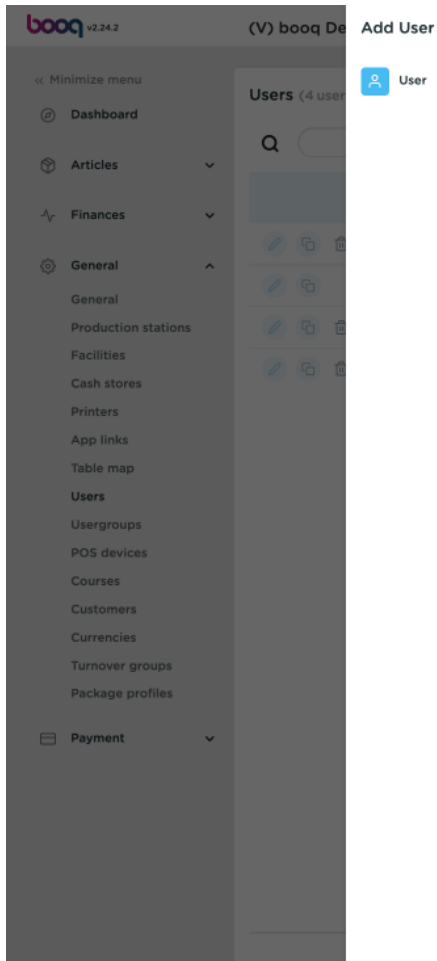
Your reference

ID

Save and add new
Save



Click on **User group**.



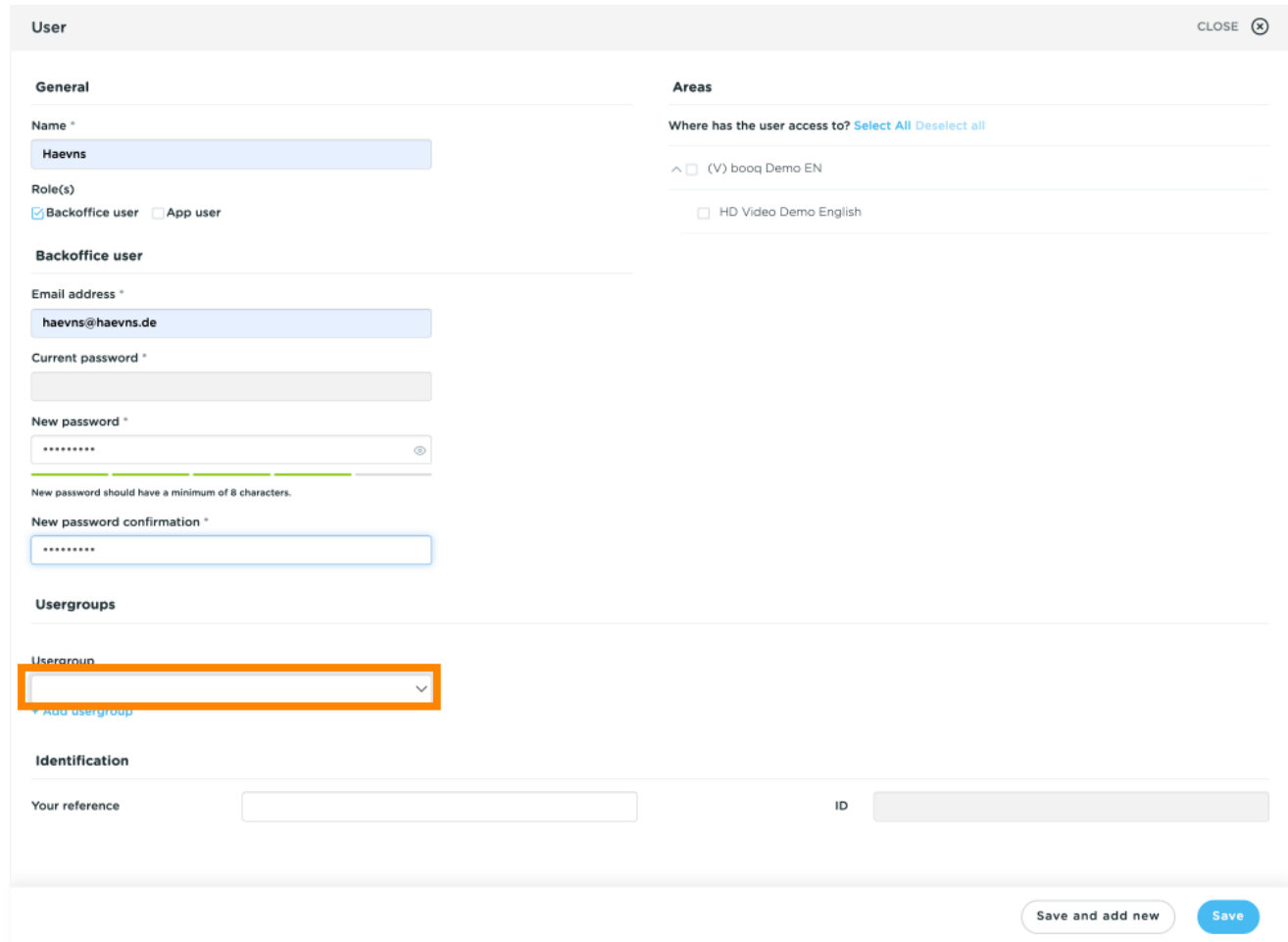
booq v2.24.2 (V) booq De Add User

Users (4 users)

Minimize menu

- Dashboard
- Articles
- Finances
- General
- Production stations
- Facilities
- Cash stores
- Printers
- App links
- Table map
- Users
- Usergroups
- POS devices
- Courses
- Customers
- Currencies
- Turnover groups
- Package profiles
- Payment

User



User

CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

Backoffice user

Email address *
haevns@haevns.de

Current password *

New password *

New password should have a minimum of 8 characters.

New password confirmation *

Usergroups

Usergroup
[Dropdown menu highlighted with orange box]

[Add usergroup](#)

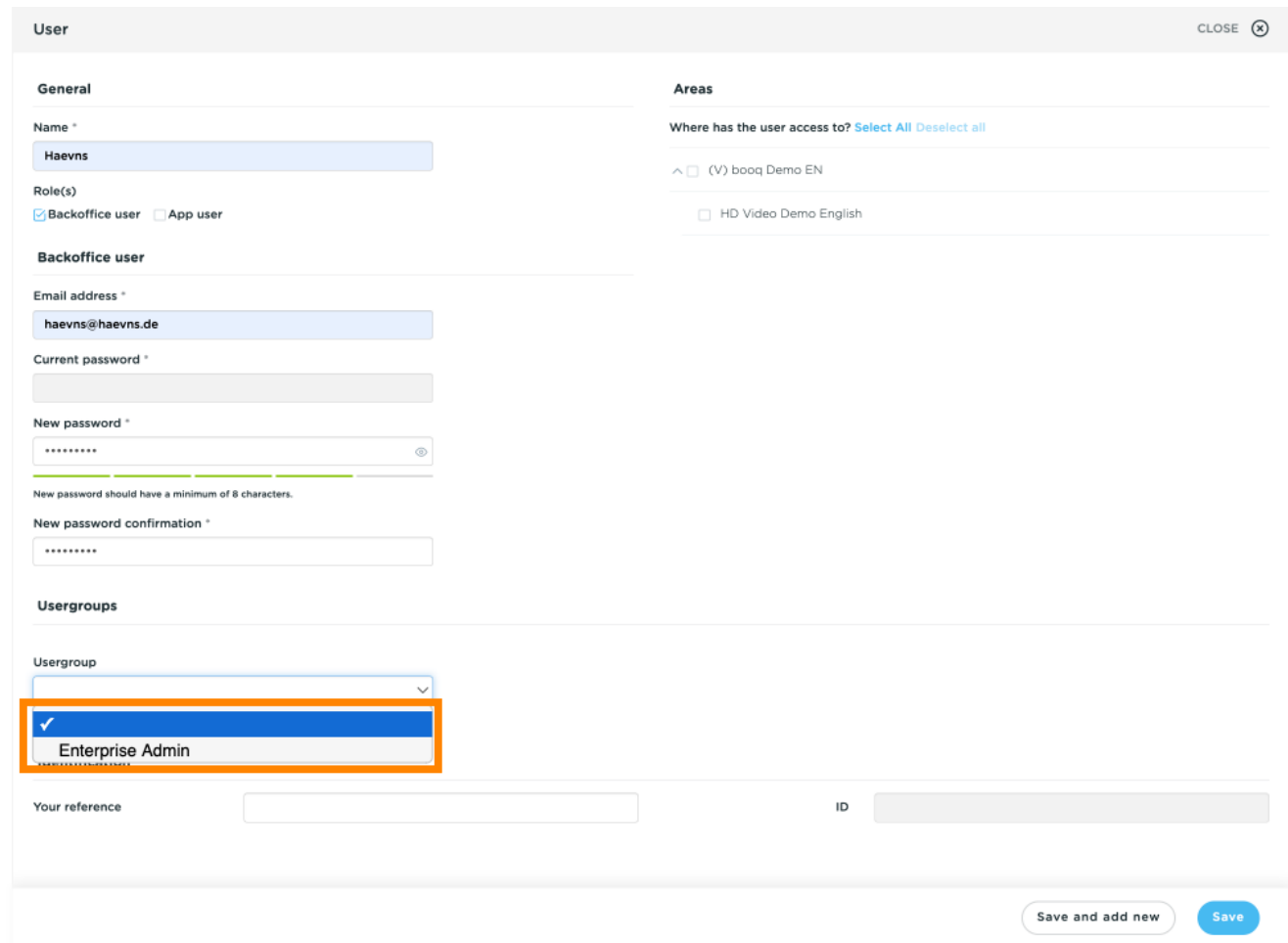
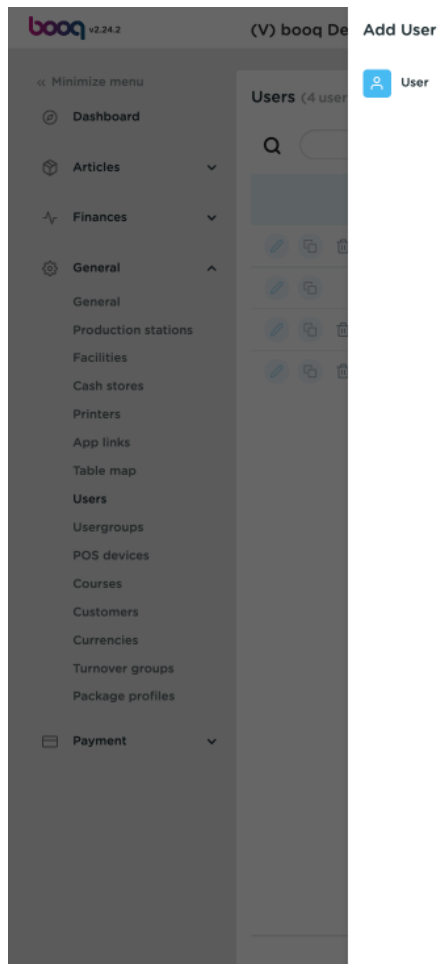
Identification

Your reference [Input field] ID [Input field]

Save and add new Save




After clicking on Usergroup, **select** the Usergroup the User should be added to. **Note: it is not necessary to add a Usergroup.**

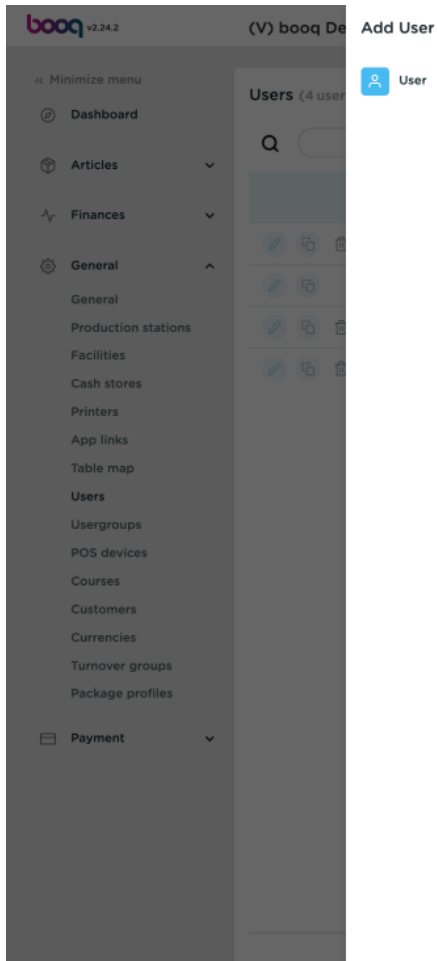


The image shows the 'User' form with the following fields and options:

- General**
 - Name *:
 - Role(s): Backoffice user App user
 - Backoffice user
 - Email address *:
 - Current password *:
 - New password *:
 - New password confirmation *:
 - New password should have a minimum of 8 characters.
- Areas**
 - Where has the user access to? [Select All](#) [Deselect all](#)
 - (V) booq Demo EN
 - HD Video Demo English
- Usergroups**
 - Usergroup:
- Your reference:
- ID:

Buttons: [Save and add new](#) [Save](#)

 Click **+ Add usergroup** to add your App user to another group.



User

CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

Backoffice user

Email address *
haevns@haevns.de

Current password *
[password field]

New password *
[password field]

New password should have a minimum of 8 characters.

New password confirmation *
[password field]

Usergroups

Usergroup
[dropdown menu]
+ Add usergroup

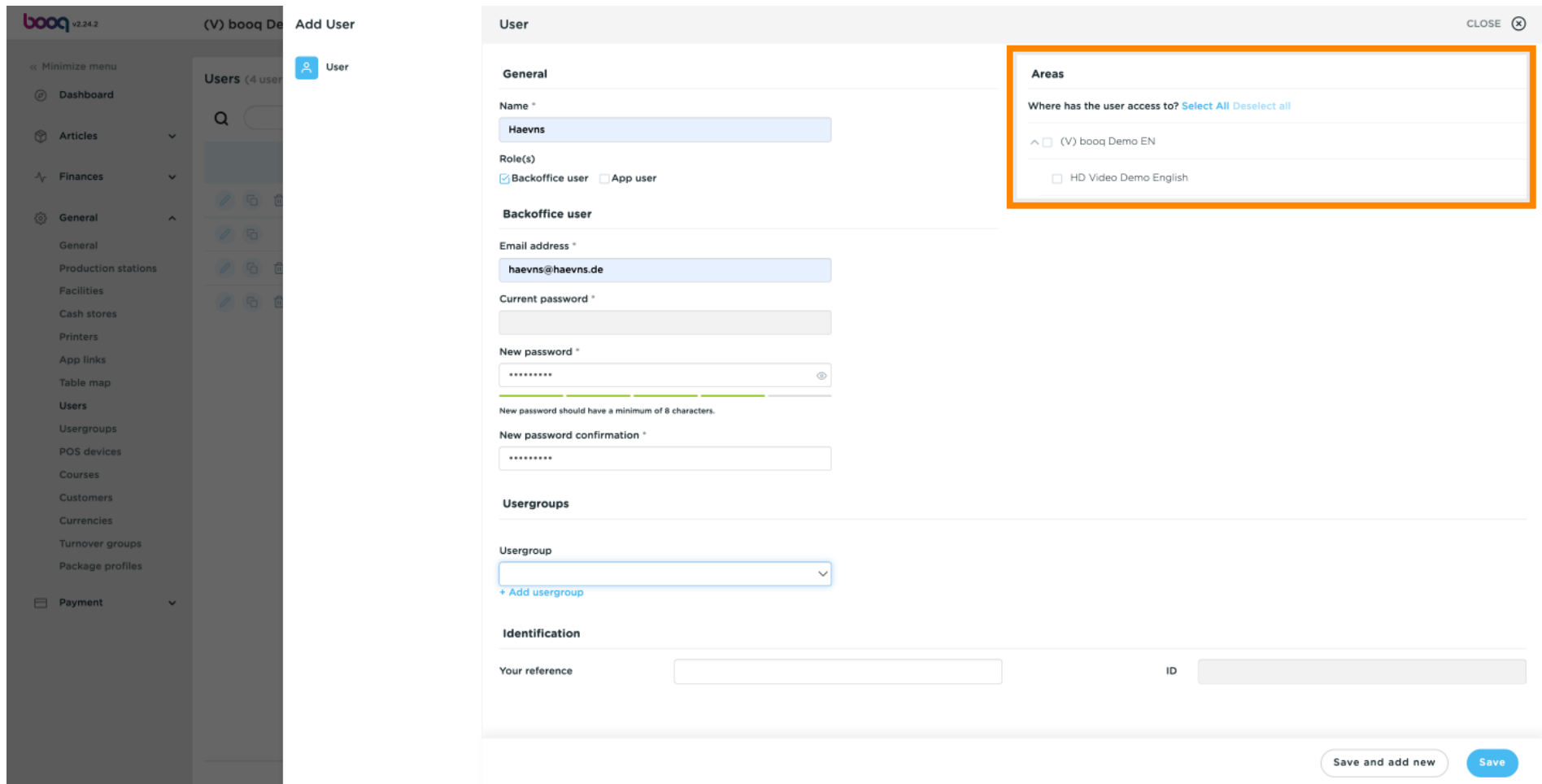
Identification

Your reference [input field] ID [input field]

Save and add new Save



In the category **Areas**, you can select where the user has access by ticking the **boxes** next to the areas.
Note: you can also select all or deselect all.



The screenshot displays the 'Add User' form in the booq v2.24.2 application. The form is divided into several sections: 'General', 'Backoffice user', 'Email address', 'Current password', 'New password', 'New password confirmation', 'Usergroups', and 'Identification'. The 'Areas' section is highlighted with an orange border and contains the following content:

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

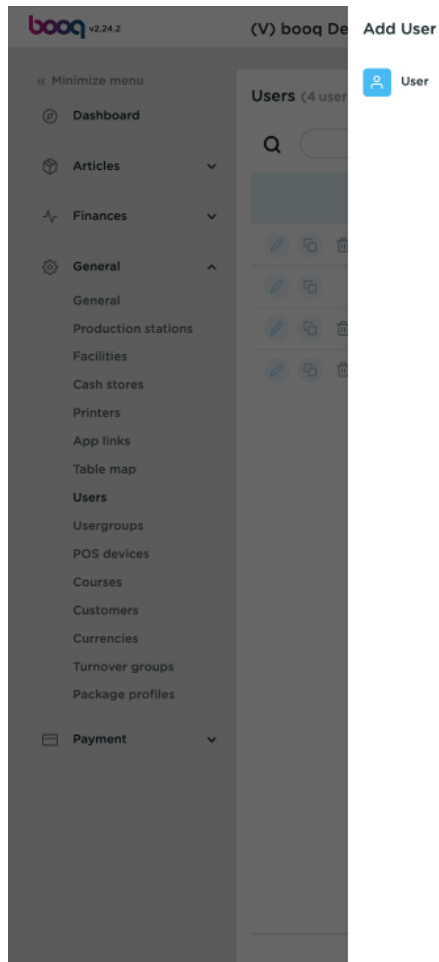
(V) booq Demo EN

HD Video Demo English

The 'User' form also includes fields for Name (Haevns), Role(s) (Backoffice user), Email address (haevns@haevns.de), and a dropdown for Usergroup. The 'Identification' section has fields for 'Your reference' and 'ID'. At the bottom right, there are 'Save and add new' and 'Save' buttons.



Click **Save**.



User

CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

Backoffice user

Email address *
haevns@haevns.de

Current password *

New password *

New password should have a minimum of 8 characters.

New password confirmation *

Usergroups

Usergroup
[Dropdown menu]
[+ Add usergroup](#)

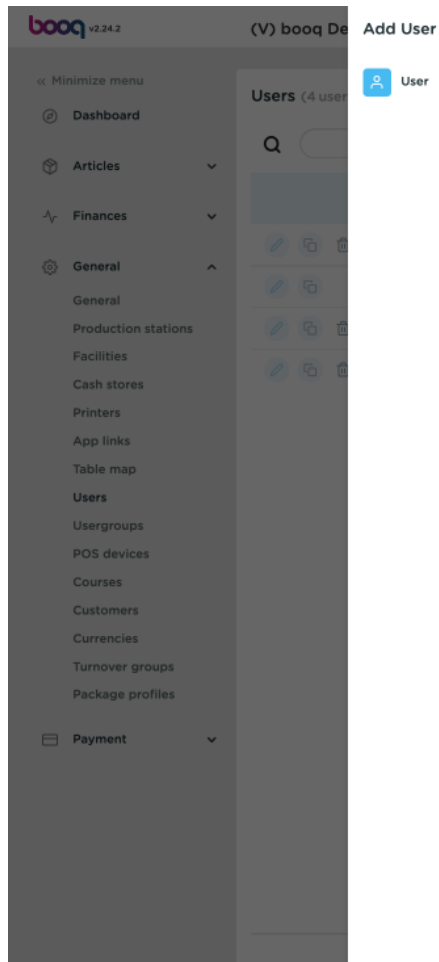
Identification

Your reference [Input field] ID [Input field]

[Save and add new](#) [Save](#)



However if the User is an App User click on **App user**.



User CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user **App user**

App user

First name

Last name

Pincode*

Barcode/pascode

Language
None

Usergroups

Usergroup

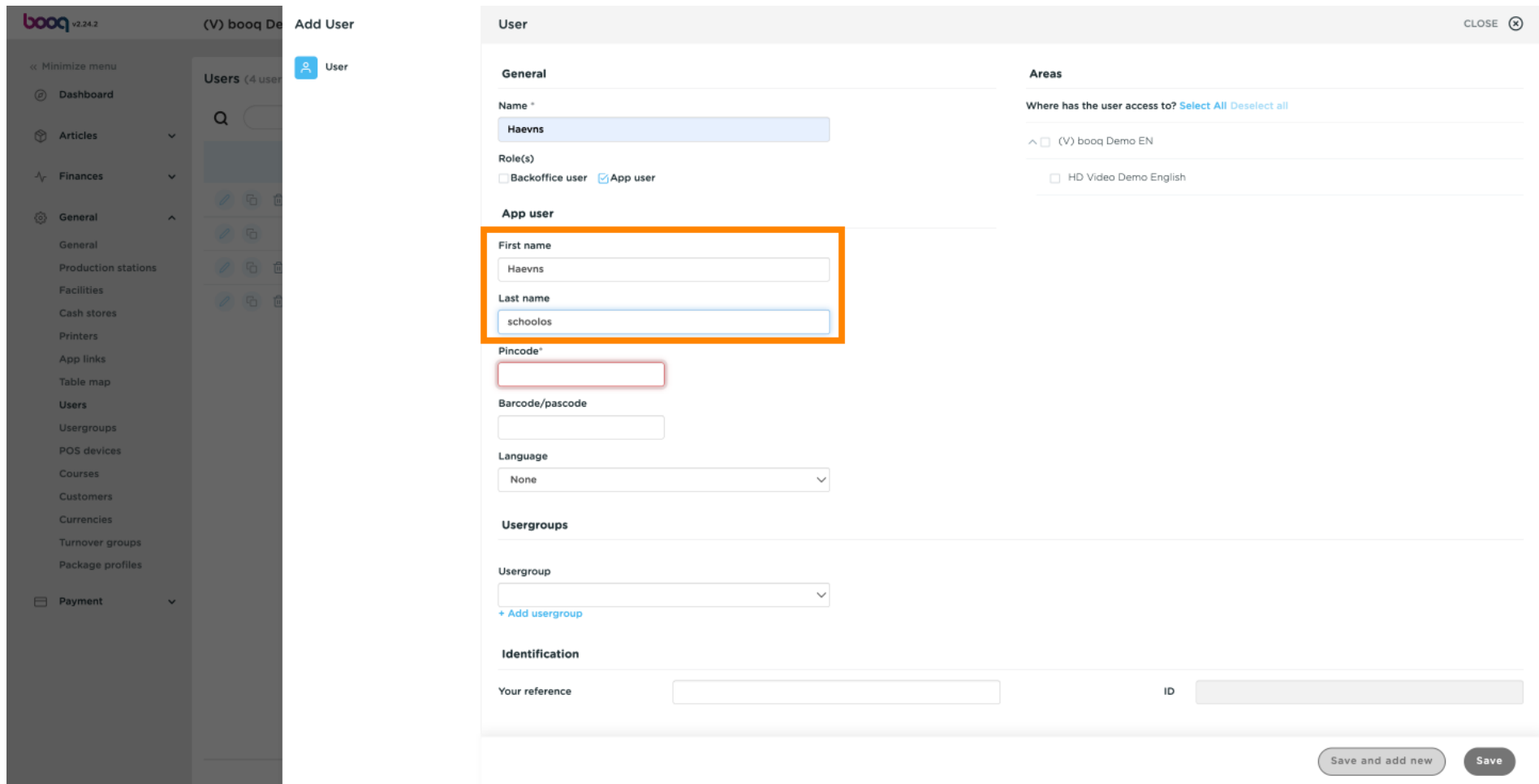
+ Add usergroup

Identification

Your reference ID



Click on the **text field** below First name and Last name to add the App users Name. **Note: Adding the user's first and last name is optional.**



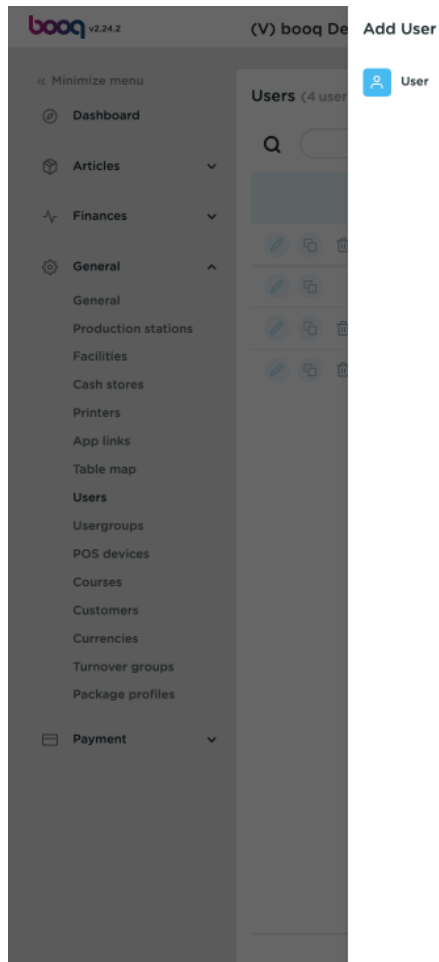
The screenshot displays the 'Add User' form in the booq v2.24.2 application. The form is divided into several sections:

- General:**
 - Name *: Haevns
 - Role(s): Backoffice user App user
- App user:**
 - First name: Haevns
 - Last name: schoolos
- Areas:**
 - Where has the user access to? [Select All](#) [Deselect all](#)
 - (V) booq Demo EN
 - HD Video Demo English
- Usergroups:**
 - Usergroup: [Dropdown menu]
 - [+ Add usergroup](#)
- Identification:**
 - Your reference: [Text field]
 - ID: [Text field]

At the bottom right, there are two buttons: 'Save and add new' and 'Save'.



Click on **Pincode*** and type in the Apps Pincode. **Note: this is not optional.**



User CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

App user

First name
Haevns

Last name
schoolos

Pincode*

Barcode/pascode

Language
None

Usergroups

Usergroup

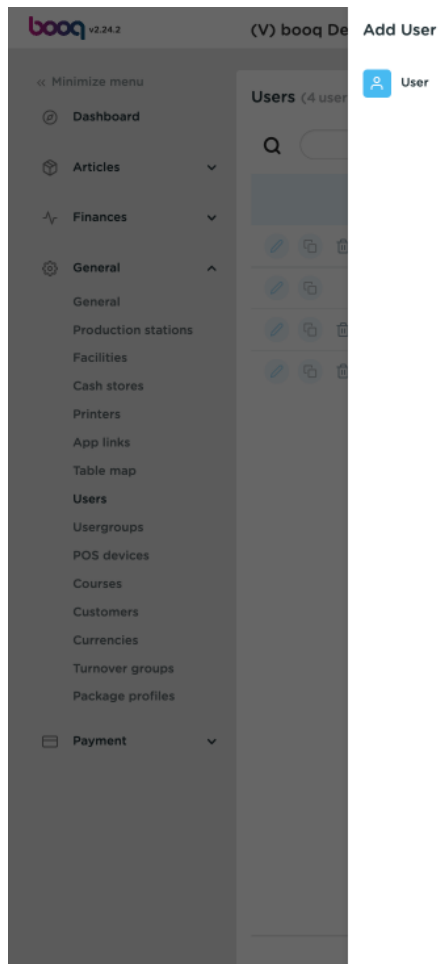
[+ Add usergroup](#)

Identification

Your reference ID



Click on the text field below **Barcode/pascode** and type in the the barcode or pascode. **Note: this is optional.**



User

CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

App user

First name
Haevns

Last name
schoolos

Pincode*
1234

Barcode/pascode

Language
None

Usergroups

Usergroup

[+ Add usergroup](#)

Identification

Your reference ID

[Save and add new](#) [Save](#)

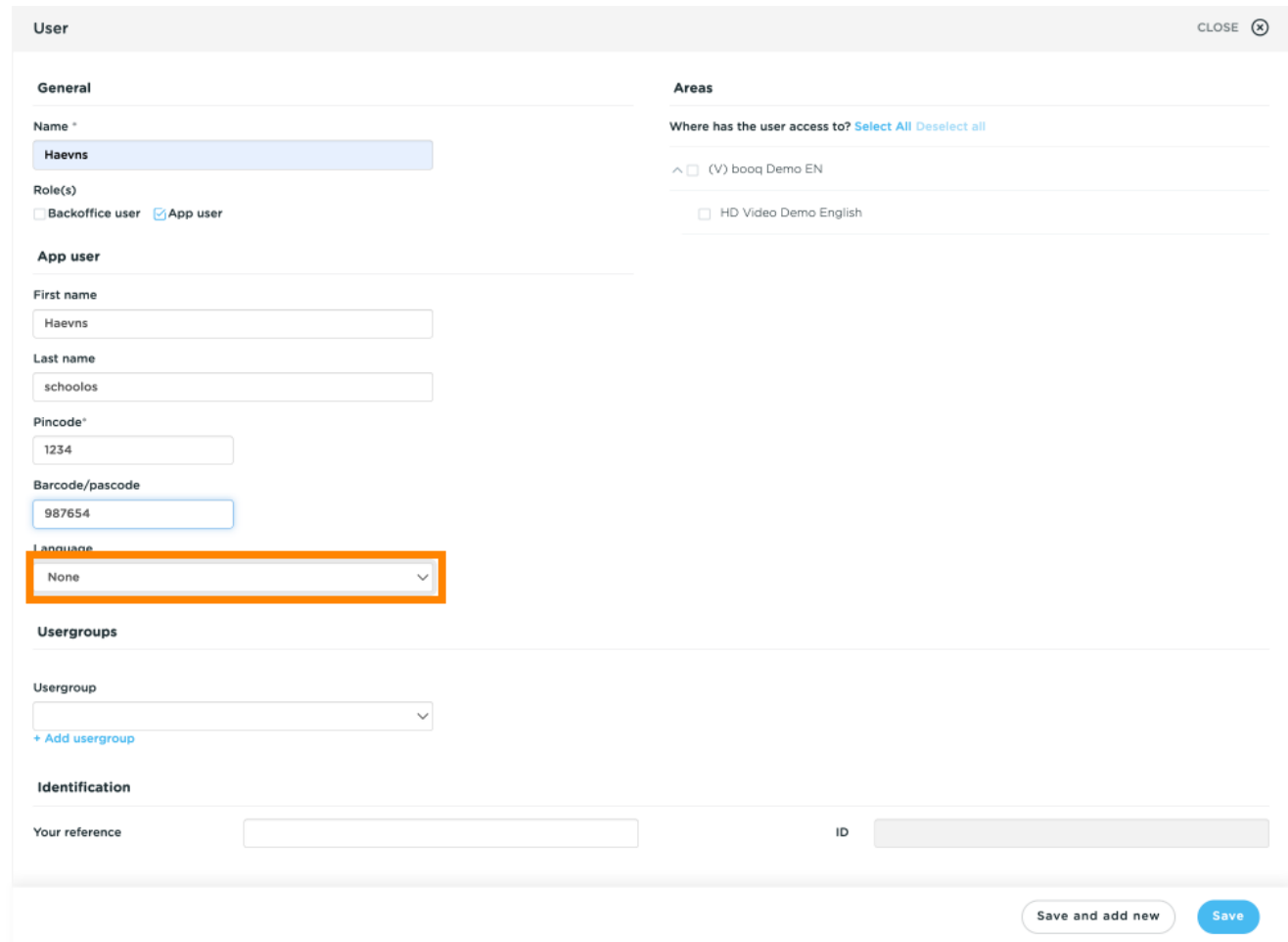
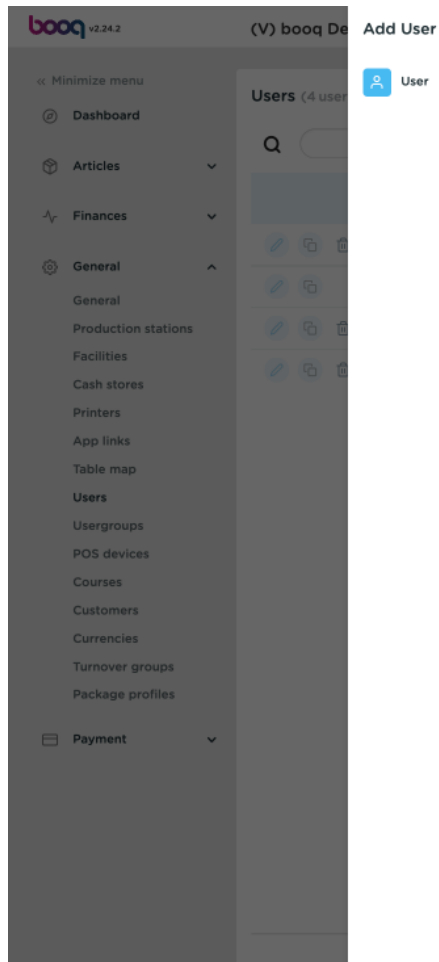
Areas

Where has the user access to? [Select All](#) [Deselect all](#)

(V) booq Demo EN

HD Video Demo English

 By clicking on **None** below Language you can add a Language.



User CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

App user

First name
Haevns

Last name
schoolos

Pincod*
1234

Barcode/pascod*
987654

Language
None

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

(V) booq Demo EN

HD Video Demo English

Usergroups

Usergroup
+ Add usergroup

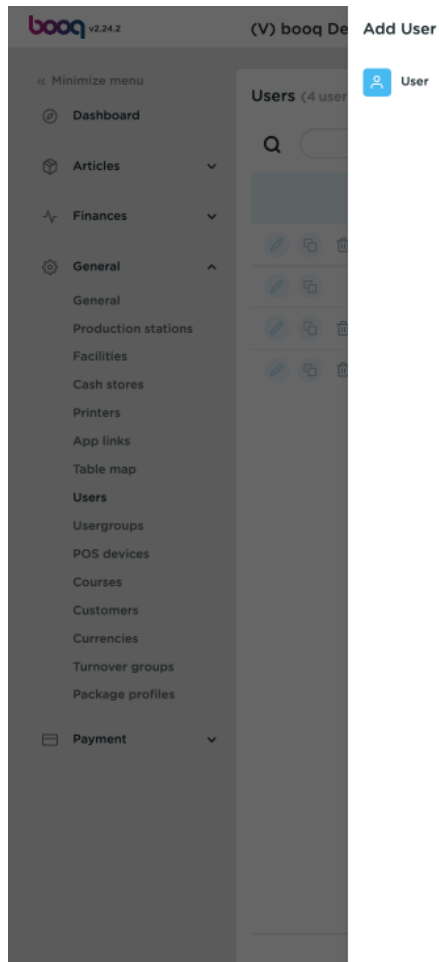
Identification

Your reference ID

[Save and add new](#) [Save](#)



Select the preferred Language.



User CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

App user

First name
Haevns

Last name
schoolos

Pincode*
1234

Barcode/pascode
987654

Language
None
✓ None
German
English
French
Dutch
Ukrainian

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

(V) booq Demo EN
 HD Video Demo English

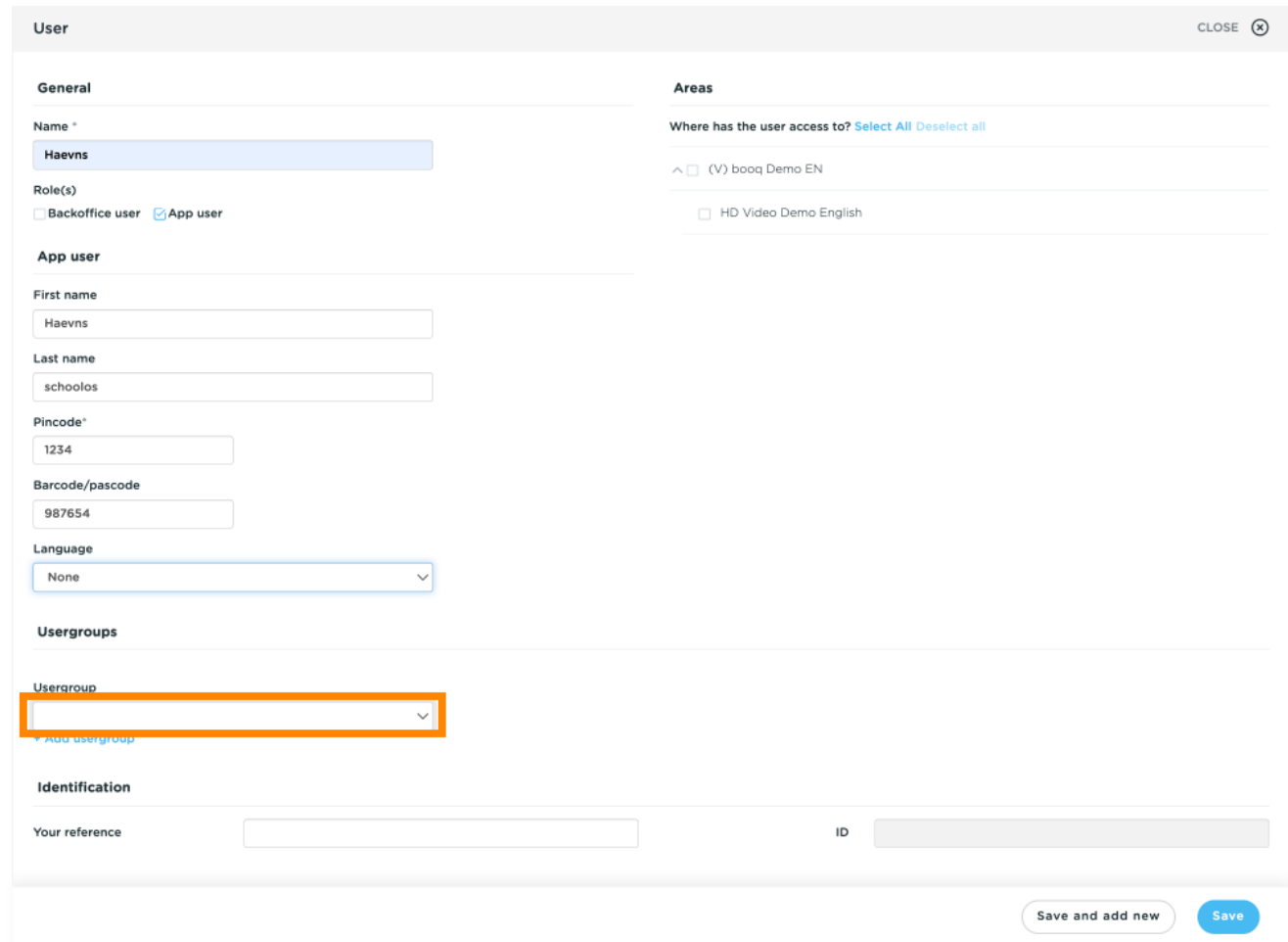
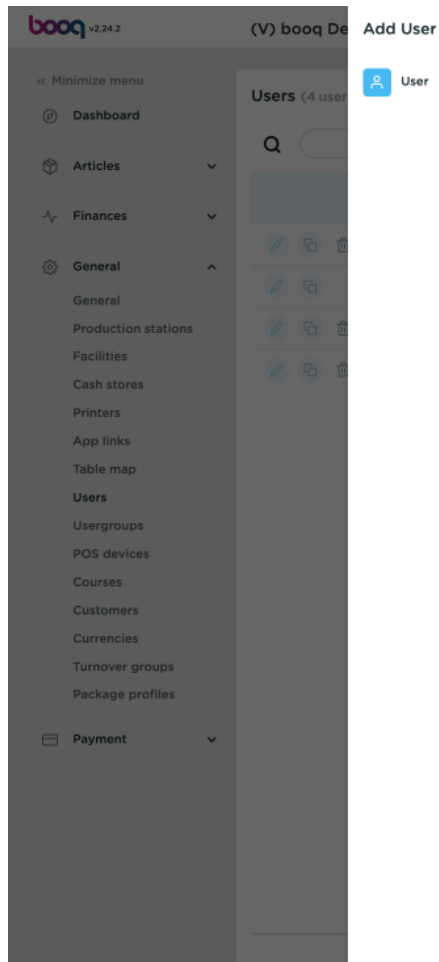
Identification

Your reference ID

Save and add new Save

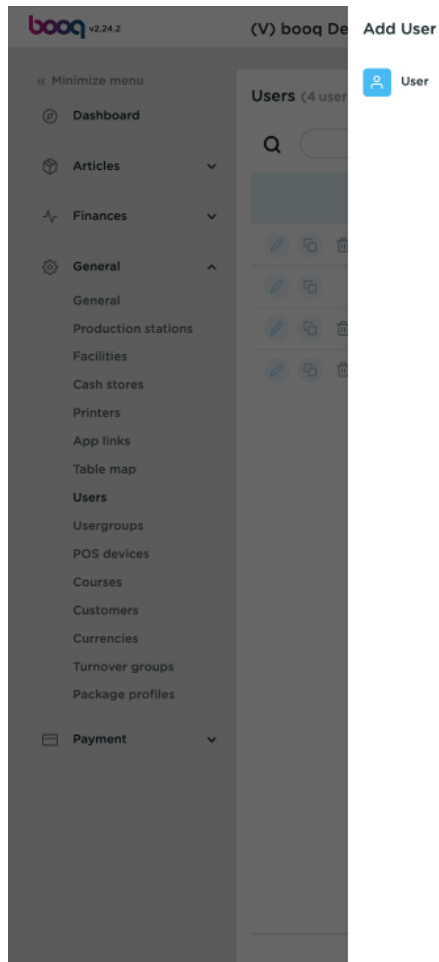


You can add your App user to a Usergroup by clicking on the **field** below Usergroup.

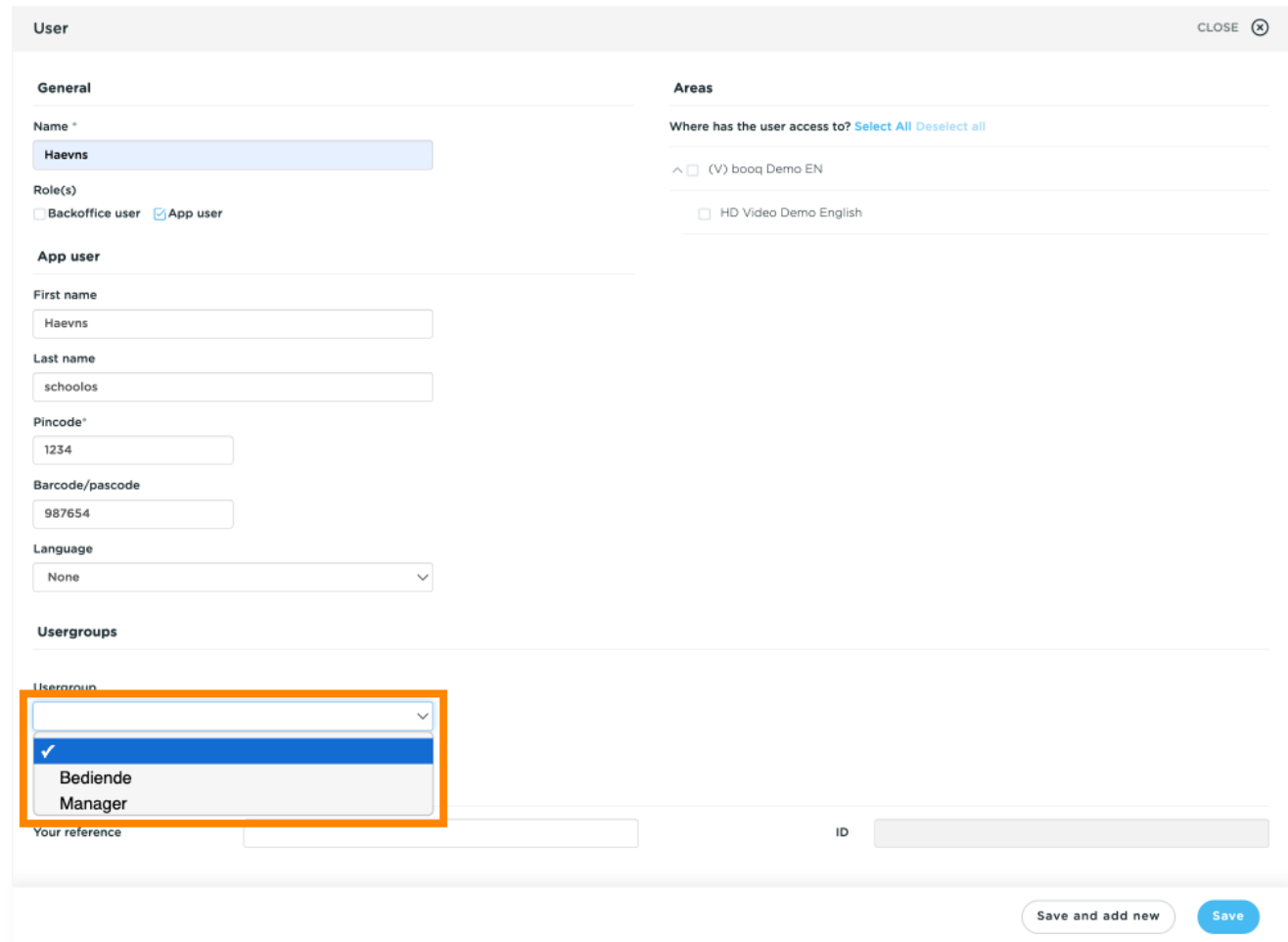




Select your Usergroup.

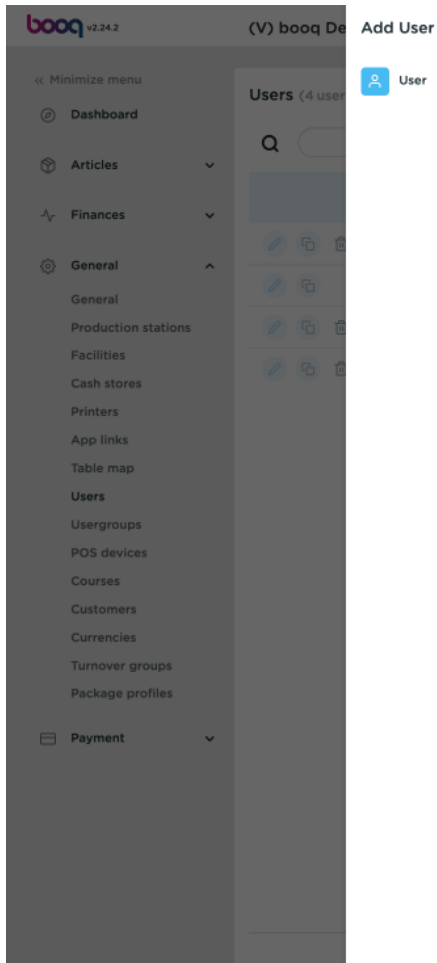


The screenshot shows the 'Add User' sidebar menu in the booq v2.24.2 interface. The menu is dark grey with white text. The 'Users' option is highlighted in blue, and a search bar is visible next to it. Other menu items include Dashboard, Articles, Finances, General, Production stations, Facilities, Cash stores, Printers, App links, Table map, Usergroups, POS devices, Courses, Customers, Currencies, Turnover groups, Package profiles, and Payment.



The screenshot shows the 'User' form in the booq v2.24.2 interface. The form is white with a light grey header and footer. The 'General' section contains fields for Name (Haevns), Role(s) (Backoffice user, App user), App user (checked), First name (Haevns), Last name (schoolos), Pincode* (1234), Barcode/pascode (987654), and Language (None). The 'Areas' section contains a dropdown for 'Where has the user access to?' with options '(V) booq Demo EN' and 'HD Video Demo English'. The 'Usergroups' section contains a dropdown menu with 'Bediende Manager' selected. The form also includes fields for 'Your reference' and 'ID', and buttons for 'Save and add new' and 'Save'.

 Click **+ Add usergroup** to add the App user to another group.



User

CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

App user

First name
Haevns

Last name
schoolos

Pincod*
1234

Barcode/pascode
987654

Language
None

Usergroups

Usergroup
+ Add usergroup

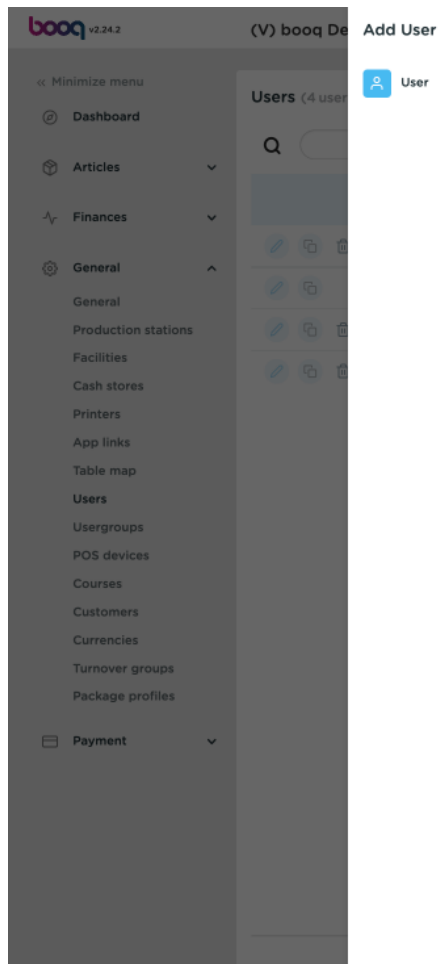
Identification

Your reference ID

Save and add new Save



In the category **Areas**, you can select where the user has access by ticking the **boxes** next to the areas.
Note: you can also select all or deselect all.



CLOSE
✕

User

General

Name *

Role(s)
 Backoffice user App user

App user

First name

Last name

Pincode*

Barcode/pascode

Language

Usergroups

Usergroup

[+ Add usergroup](#)

Identification

Your reference

ID

Areas

Where has the user access to? [Select All](#) [Deselect all](#)

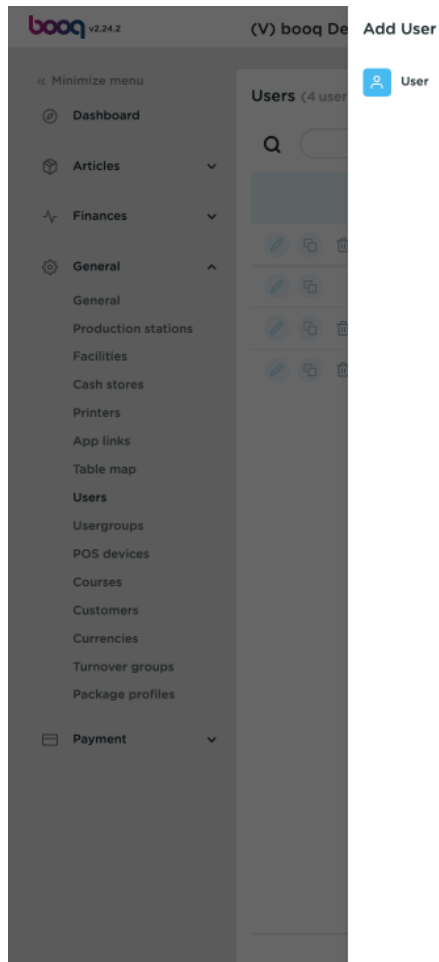
(V) booq Demo EN

HD Video Demo English

Save and add new
Save



Click on **Save** to confirm the adding of the User.



User

CLOSE

General

Name *
Haevns

Role(s)
 Backoffice user App user

App user

First name
Haevns

Last name
schoolos

Pincode*
1234

Barcode/pascode
987654

Language
None

Usergroups

Usergroup
+ Add usergroup

Identification

Your reference ID

Save and add new **Save**

Areas

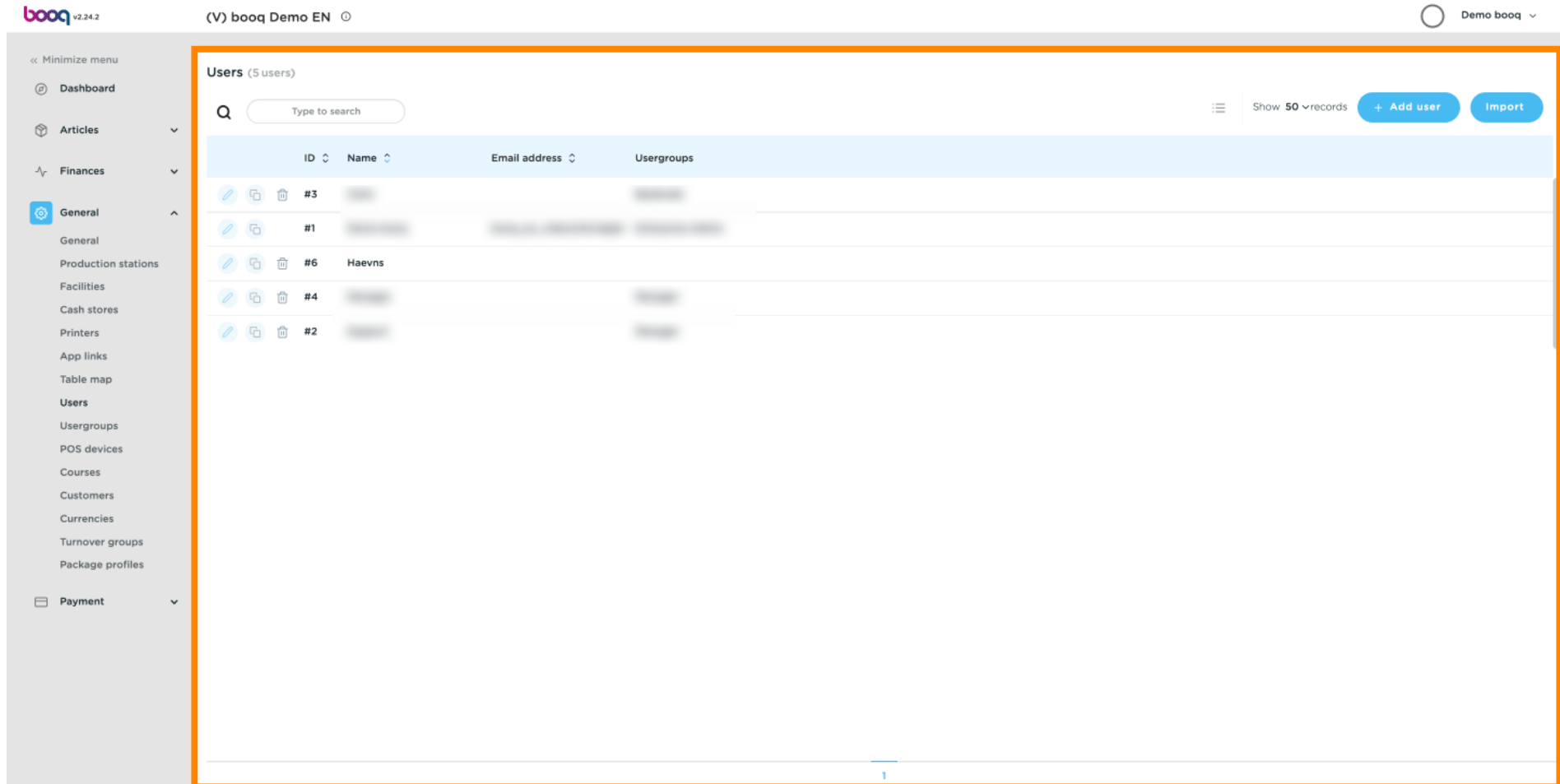
Where has the user access to? [Select All](#) [Deselect all](#)

(V) booq Demo EN

HD Video Demo English



That's it. You're done.



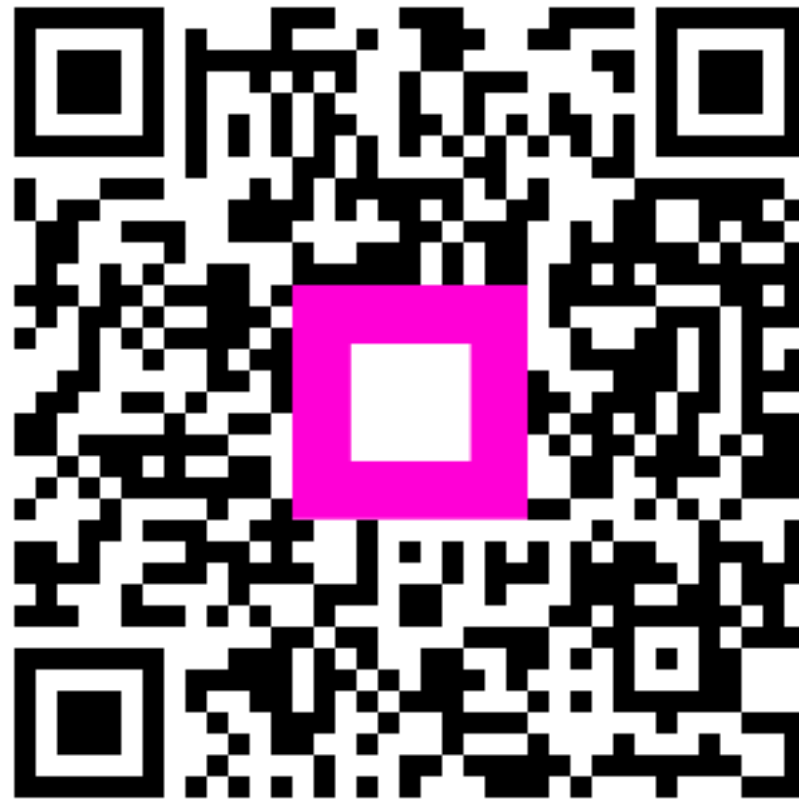
booq v2.24.2 (V) booq Demo EN Demo booq

Users (5 users)

Q Show 50 records + Add user Import

ID	Name	Email address	Usergroups
#3			
#1			
#6	Haevns		
#4			
#2			

1



Scan to go to the interactive player