



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

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

« Minimize menu

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

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.

The image is a screenshot of the 'boooq' application interface, version 2.24.2. The top bar features the 'boooq' logo on the left, the version number 'v2.24.2' next to it, and the text '(V) boooq De' on the right. Below the top bar, there is a left sidebar and a main content area. The sidebar contains a menu with the following items: 'Dashboard' (with a dashboard icon), 'Articles' (with a document icon and a dropdown arrow), 'Finances' (with a bar chart icon and a dropdown arrow), 'General' (with a gear icon and an expand/collapse arrow), 'Users' (with a person icon), 'Usergroups' (with a group of people icon), 'POS devices' (with a POS terminal icon), 'Courses' (with a graduation cap icon), 'Customers' (with a person icon), 'Currencies' (with a coin icon), 'Turnover groups' (with a bar chart icon), 'Package profiles' (with a package icon), and 'Payment' (with a receipt icon and a dropdown arrow). The main content area is currently displaying the 'Users' section. It has a title 'Users (4 user)' and a search bar with a magnifying glass icon. Below the search bar, there is a list of users. The first user is 'User', represented by a blue square icon with a white person silhouette. The rest of the user list is obscured by a grey overlay. The overall interface is clean and modern, with a grey color scheme for the sidebar and main content area, and a white background for the top bar.

User

CLOSE X

General

Name *

Haevnsl

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

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

The image shows the 'boooq' application interface. The top bar includes the 'boooq' logo, version 'v2.24.2', and the text '(V) boooq De'. A sidebar on the left contains a menu with items like 'Dashboard', 'Articles', 'Finances', 'General' (which is expanded to show sub-items like 'General', 'Production stations', etc.), 'Users', 'Usergroups', 'POS devices', 'Courses', 'Customers', 'Currencies', 'Turnover groups', 'Package profiles', and 'Payment'. The main area displays the 'Users' section, featuring a search bar and a list of users. The first user listed is 'User' with a blue profile icon.

User

CLOSE

General

Name *

Haevnsd

Role(s)

☒ Backoffice user

App user

Identification

Your reference

Areas

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

None

ID

Save and add new

Save



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

The image is a screenshot of the 'boooq' application interface, version 2.24.2. The top bar features the 'boooq' logo on the left, the version number 'v2.24.2' next to it, and the text '(V) boooq De' on the right. Below the top bar, there is a navigation menu on the left side. The menu items are: 'Dashboard' (with a dashboard icon), 'Articles' (with a document icon and a dropdown arrow), 'Finances' (with a bar chart icon and a dropdown arrow), 'General' (with a gear icon and an upward arrow, indicating it is expanded), 'Users' (with a person icon), 'Usergroups' (with a group of people icon), 'POS devices' (with a POS terminal icon), 'Courses' (with a graduation cap icon), 'Customers' (with a person icon), 'Currencies' (with a coin icon), 'Turnover groups' (with a bar chart icon), 'Package profiles' (with a package icon), and 'Payment' (with a receipt icon and a dropdown arrow). The main content area on the right shows the 'Users' section. It has a title 'Users (4 user)' and a search bar with a magnifying glass icon. Below the search bar, there is a list of users. The first user is 'User', represented by a blue square icon with a white person silhouette. The rest of the list is obscured by a grey overlay.

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

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

The image is a screenshot of the 'boooq' application interface, version 2.24.2. The top bar features the 'boooq' logo on the left, the version number 'v2.24.2' next to it, and the text '(V) boooq De' on the right. Below the top bar, there is a left sidebar and a main content area. The sidebar contains a menu with the following items: 'Dashboard' (with a dashboard icon), 'Articles' (with a document icon and a dropdown arrow), 'Finances' (with a bar chart icon and a dropdown arrow), 'General' (with a gear icon and an expand/collapse arrow), 'Users' (with a person icon), 'Usergroups' (with a group of people icon), 'POS devices' (with a POS terminal icon), 'Courses' (with a graduation cap icon), 'Customers' (with a person icon), 'Currencies' (with a coin icon), 'Turnover groups' (with a bar chart icon), 'Package profiles' (with a package icon), and 'Payment' (with a receipt icon and a dropdown arrow). The main content area is currently displaying the 'Users' section. It has a title 'Users (4 user)' and a search bar with a magnifying glass icon. Below the search bar, there is a list of users. The first user is 'User', represented by a blue square icon with a white person silhouette. The rest of the user list is obscured by a grey overlay. The overall interface is clean and modern, with a grey color scheme for the sidebar and main content area, and a white background for the top bar.

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

+ 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

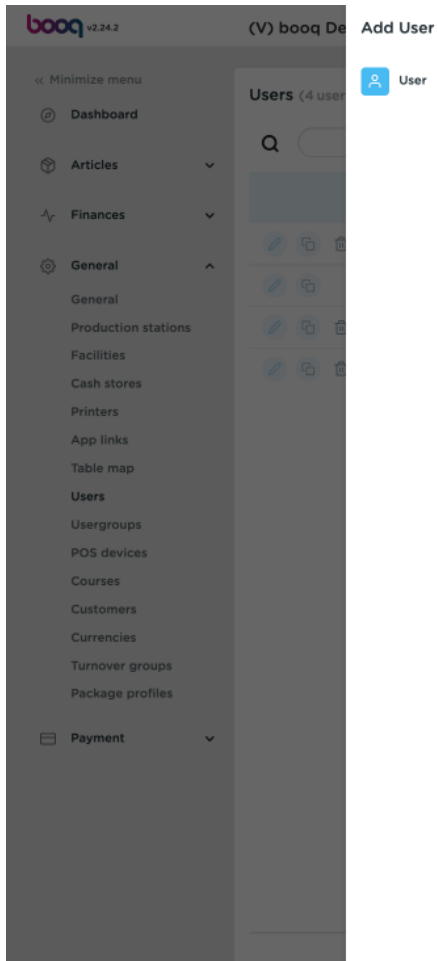
Save

Click on 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.**

Save and add new



Click on **User group**.



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

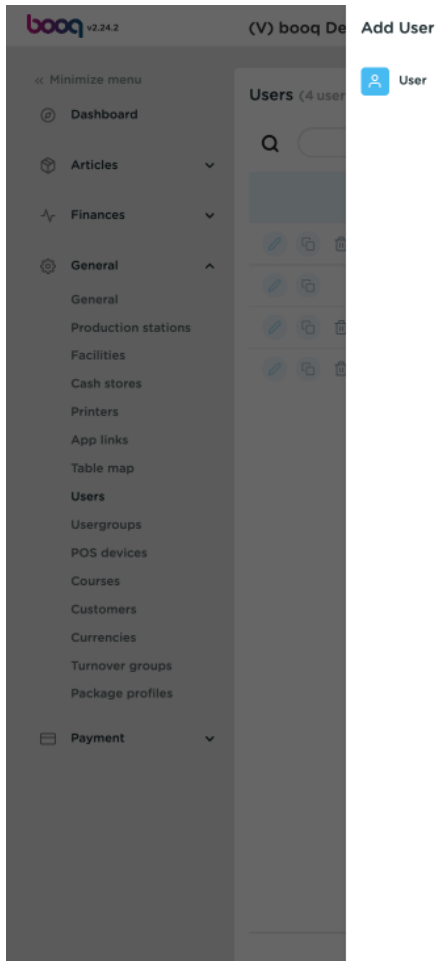
Save and add new

Save

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

9 of 25

 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 *

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

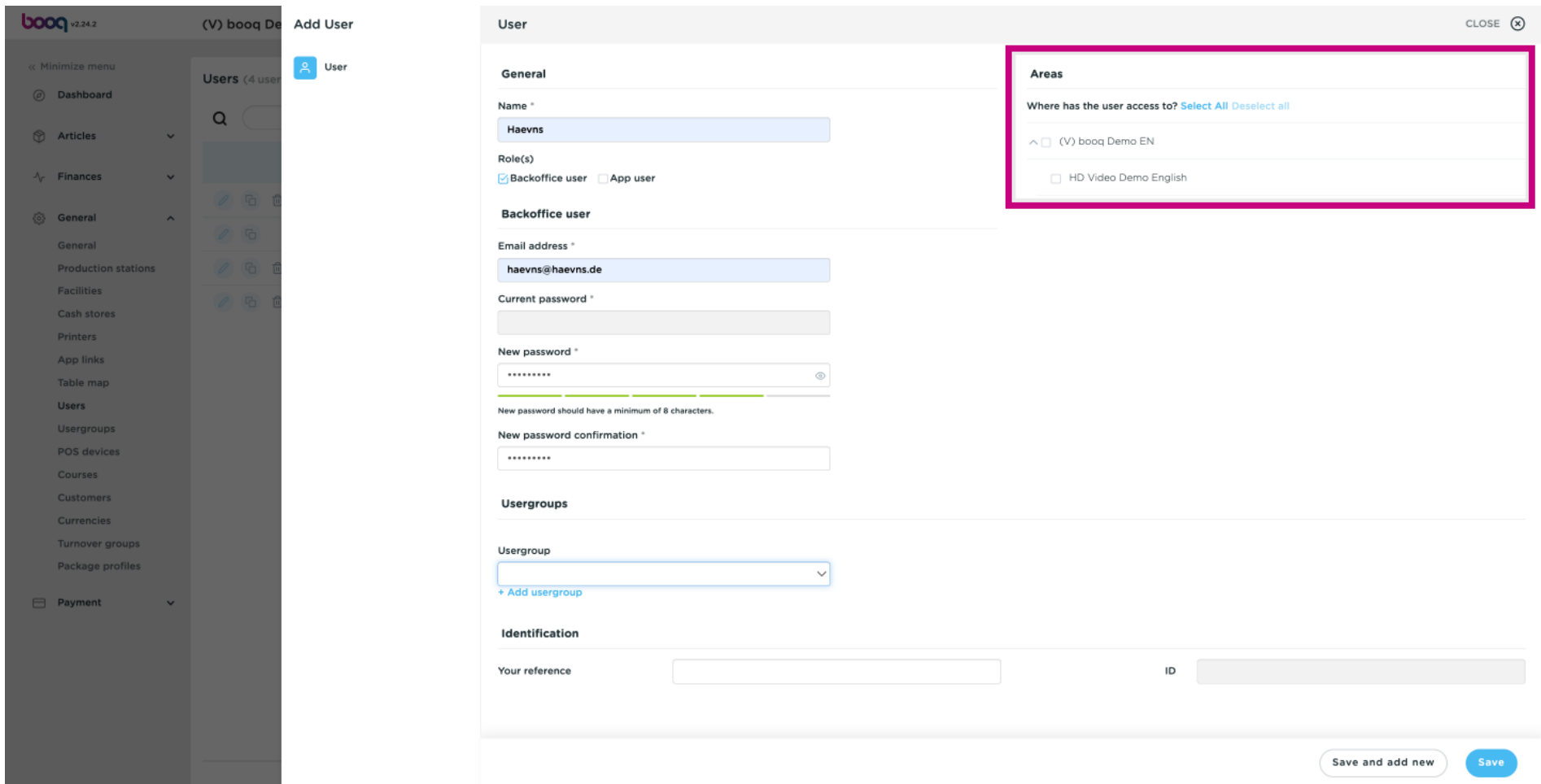
ID

Save and add new

Save



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.



booq v2.24.2 (V) booq De Add User

Users (4 user)

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
 + Add usergroup

Identification

Your reference ID

Areas

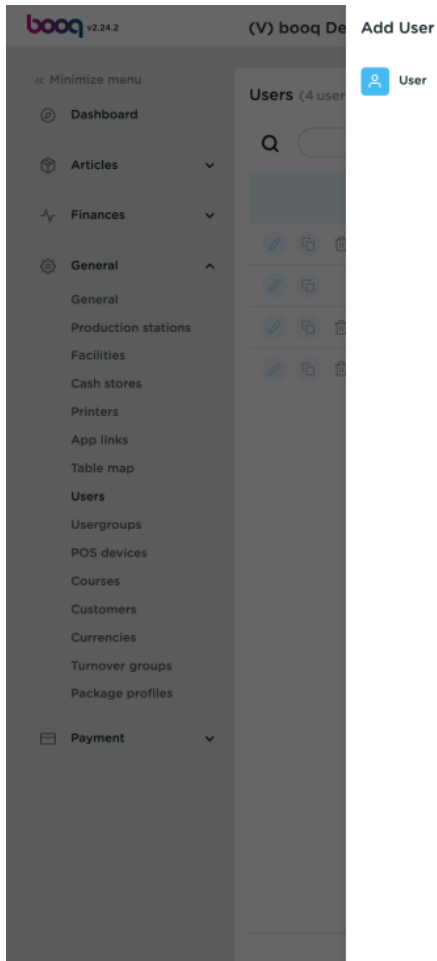
Where has the user access to? [Select All](#) [Deselect all](#)

<input type="checkbox"/> (V) booq Demo EN
<input type="checkbox"/> HD Video Demo English

Save and add new Save



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 *

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



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

The image shows the boooq v2.24.2 application interface. On the left is a dark sidebar menu with the following items: « Minimize menu, Dashboard, Articles, Finances, General (expanded), Users, Usergroups, POS devices, Courses, Customers, Currencies, Turnover groups, Package profiles, and Payment. The main content area is titled '(V) boooq De' and shows the 'Users' section with a search bar and a list of users. A 'User' card is visible at the bottom right.

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

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 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.**

booq v2.24.2

(V) booq Demo

Add User

Minimize menu

Dashboard

Articles

Finances

General

General

Production stations

Facilities

Cash stores

Printers

App links

Table map

Users

Usergroups

POS devices

Courses

Customers

Currencies

Turnover groups

Package profiles

Payment

Users (4 users)

User

User

CLOSE

General

Name *
Haevns

Role(s)
☐ Backoffice user ☒ App user

App user
First name
Haevns
Last name
schoolos
Pincode*

Barcode/pascode

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



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

The screenshot displays the Booq De application interface. On the left is a dark sidebar menu with the Booq De logo and version 'v2.24.2' at the top. The menu includes options like 'Dashboard', 'Articles', 'Finances', 'General' (expanded to show sub-items like 'General', 'Production stations', etc.), 'Users', 'Payment', and 'Add User'. The main content area on the right shows the 'Users' section with a title '(4 users)', a search bar, and a list of users. The first user listed is 'User' with a blue profile icon.

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

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

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

CLOSE

Areas

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

☐ (V) booq Demo EN

☐ HD Video Demo English

Save and add new

Save

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

The image is a screenshot of the 'boooq' application interface, version 2.24.2. The top bar features the 'boooq' logo on the left, the version number 'v2.24.2' next to it, and the text '(V) boooq De' on the right. Below the top bar, there is a navigation sidebar on the left and a main content area on the right. The sidebar contains a 'Minimize menu' button and a list of menu items: 'Dashboard', 'Articles', 'Finances', 'General' (which is expanded to show sub-items like 'General', 'Production stations', 'Facilities', 'Cash stores', 'Printers', 'App links', 'Table map', 'Users', 'Usergroups', 'POS devices', 'Courses', 'Customers', 'Currencies', 'Turnover groups', and 'Package profiles'), and 'Payment'. The main content area is currently displaying the 'Users' section, which includes a search bar, a toggle switch, and a list of users. The first user listed is 'User' with a blue profile icon.

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

Areas

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

☐ (V) booq Demo EN

☐ HD Video Demo English

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

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



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

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

Areas

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

☐ (V) booq Demo EN

☐ HD Video Demo English

Save and add new

Save



Select your Usergroup.

The image shows the 'boooq' application interface, version 2.24.2. On the left is a dark sidebar menu with a 'boooq' logo at the top. The menu items are: 'Dashboard' (with a pie chart icon), 'Articles' (with a document icon and a dropdown arrow), 'Finances' (with a line graph icon and a dropdown arrow), 'General' (with a gear icon and an expand/collapse arrow), and 'Payment' (with a receipt icon and a dropdown arrow). Under the 'General' category, there is a list of sub-items: General, Production stations, Facilities, Cash stores, Printers, App links, Table map, Users, Usergroups, POS devices, Courses, Customers, Currencies, Turnover groups, and Package profiles. The main content area on the right is titled 'Users (4 users)' and features a search bar with a magnifying glass icon. Below the search bar, there is a list of users. The first user shown is 'User', represented by a blue square icon with a white person silhouette. The interface is clean and modern, with a light gray background for the main content area.

Close

User

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

✓

Bediende

Manager

Your reference

Areas

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

☐ (V) booq Demo EN

☐ HD Video Demo English

ID

Save and add new

Save

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

CLOSE

General

Name *

Haevn

Role(s)

☐ Backoffice user ☒ App user

App user

First name

Haevn

Last name

schoolo

Pincod*

1234

Barcode/pascode

987654

Language

None

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



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.

booq v2.24.2

(V) booq Demo

Minimize menu

Dashboard

Articles

Finances

General

General

Production stations

Facilities

Cash stores

Printers

App links

Table map

Users

Usergroups

POS devices

Courses

Customers

Currencies

Turnover groups

Package profiles

Payment

Add User

User

Users (4 users)

Q

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

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.

The image is a screenshot of the 'boooq' application interface, version 2.24.2. The top bar features the 'boooq' logo on the left, the version number 'v2.24.2' next to it, and the text '(V) boooq De' on the right. Below the top bar, there is a navigation sidebar on the left and a main content area on the right. The sidebar contains a 'Minimize menu' button and a list of menu items: 'Dashboard', 'Articles', 'Finances', 'General' (which is expanded to show sub-items like 'General', 'Production stations', 'Facilities', 'Cash stores', 'Printers', 'App links', 'Table map', 'Users', 'Usergroups', 'POS devices', 'Courses', 'Customers', 'Currencies', 'Turnover groups', and 'Package profiles'), and 'Payment'. The main content area is currently displaying the 'Users' section, which includes a search bar, a toggle switch, and a list of users. The first user listed is 'User' with a blue profile icon.

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

Areas

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

☐ (V) booq Demo EN

☐ HD Video Demo English

Save and add new

Save



That's it. You're done.

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

« Minimize menu

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

Users (5 users)

Q Type to search

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