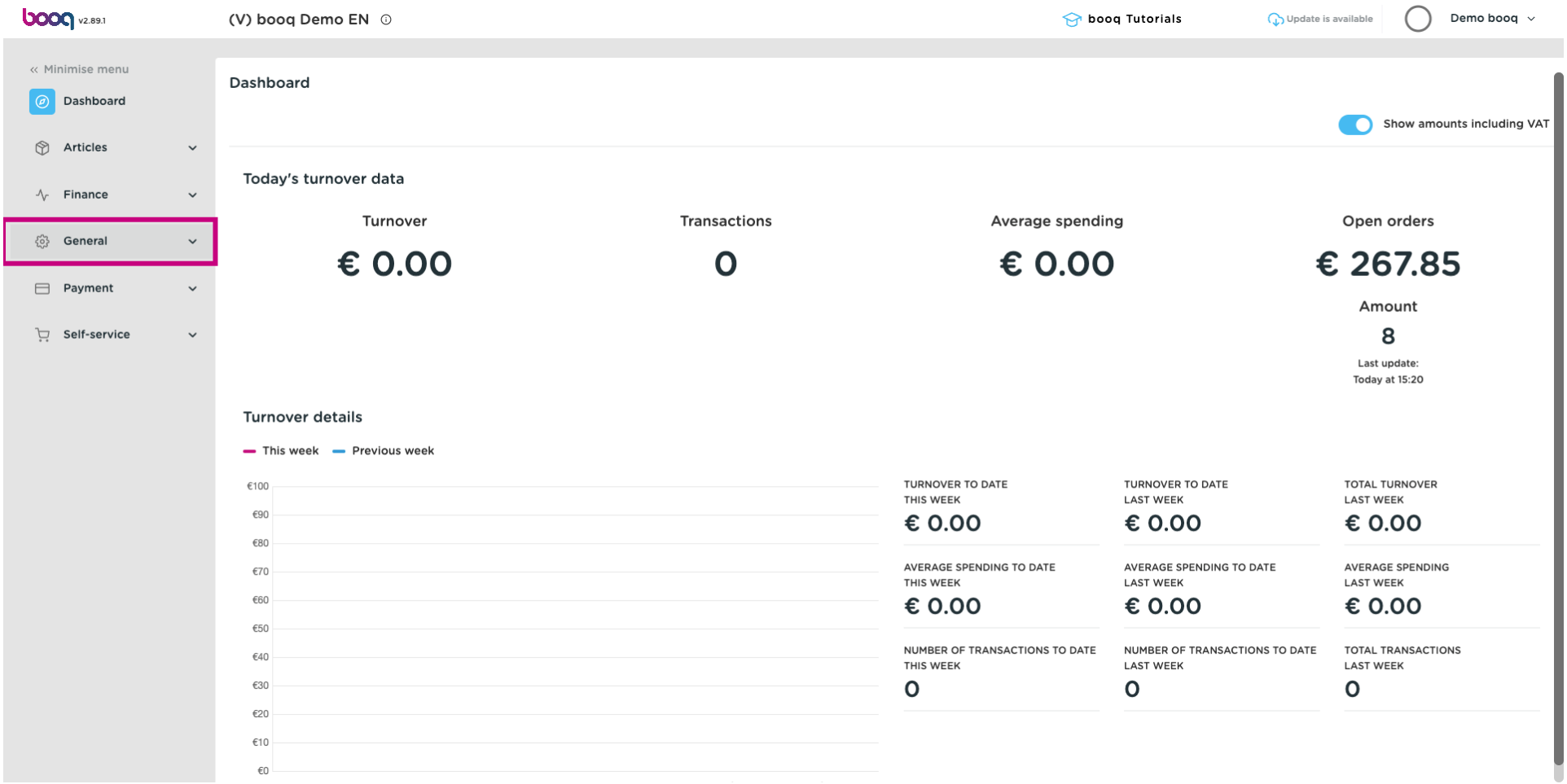
Adding and managing user groups

Welcome to booq POS Dashboard. In this tutorial, we will show you how to add a user group and assign a user to this user group. First, go to General.



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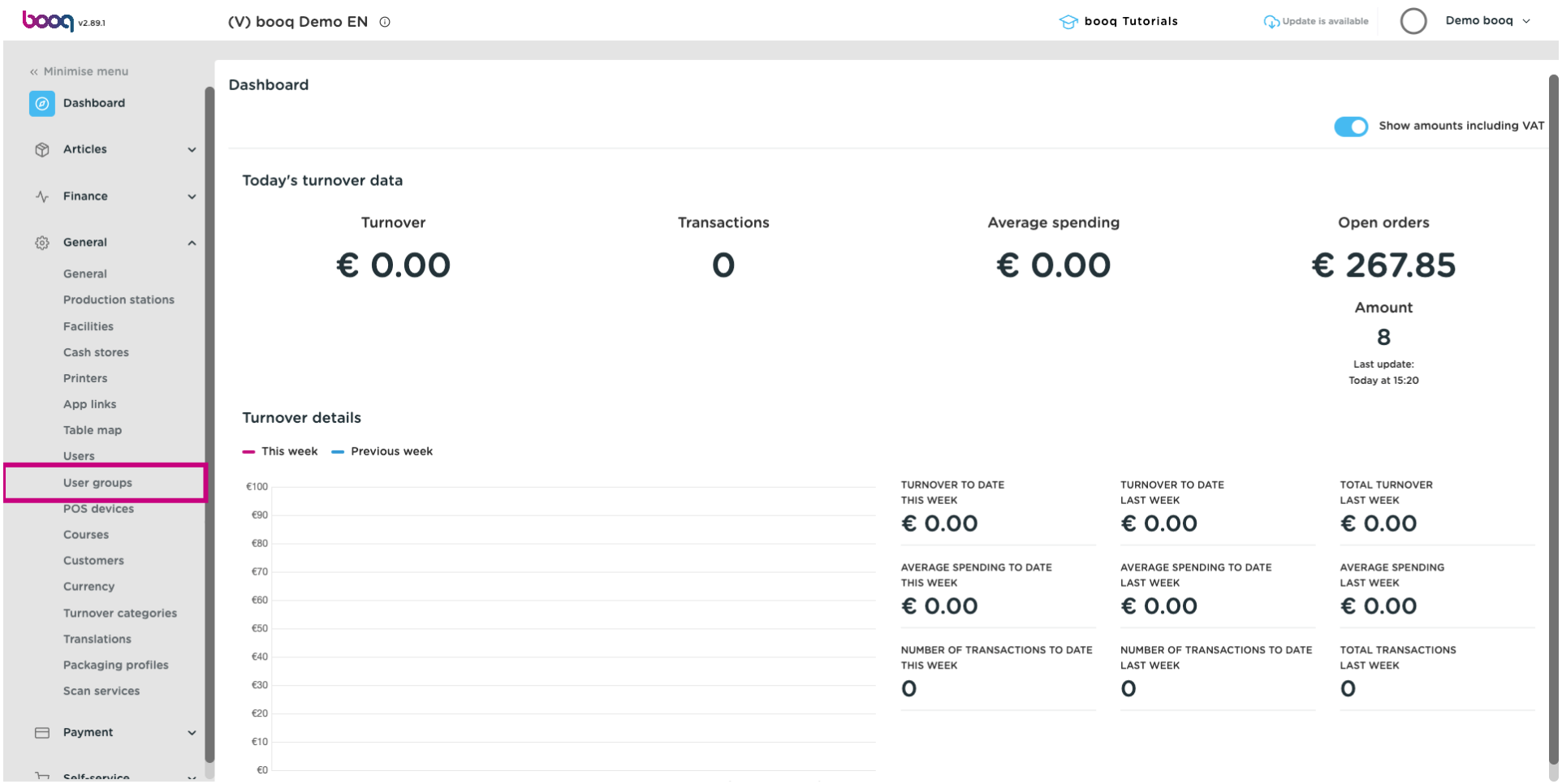
Adding and managing user groups

Click on User groups.



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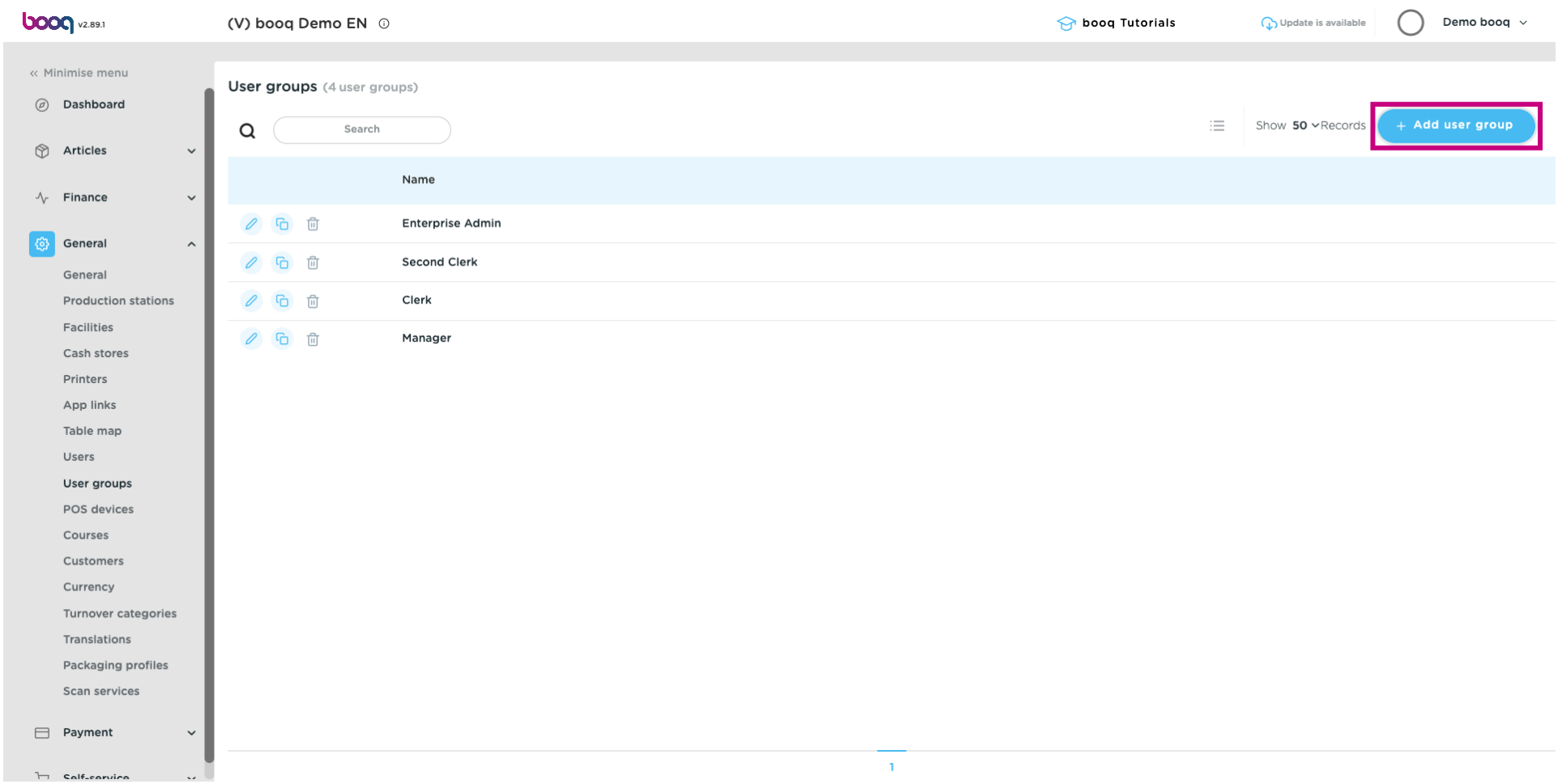
Adding and managing user groups

Click on Add user group.



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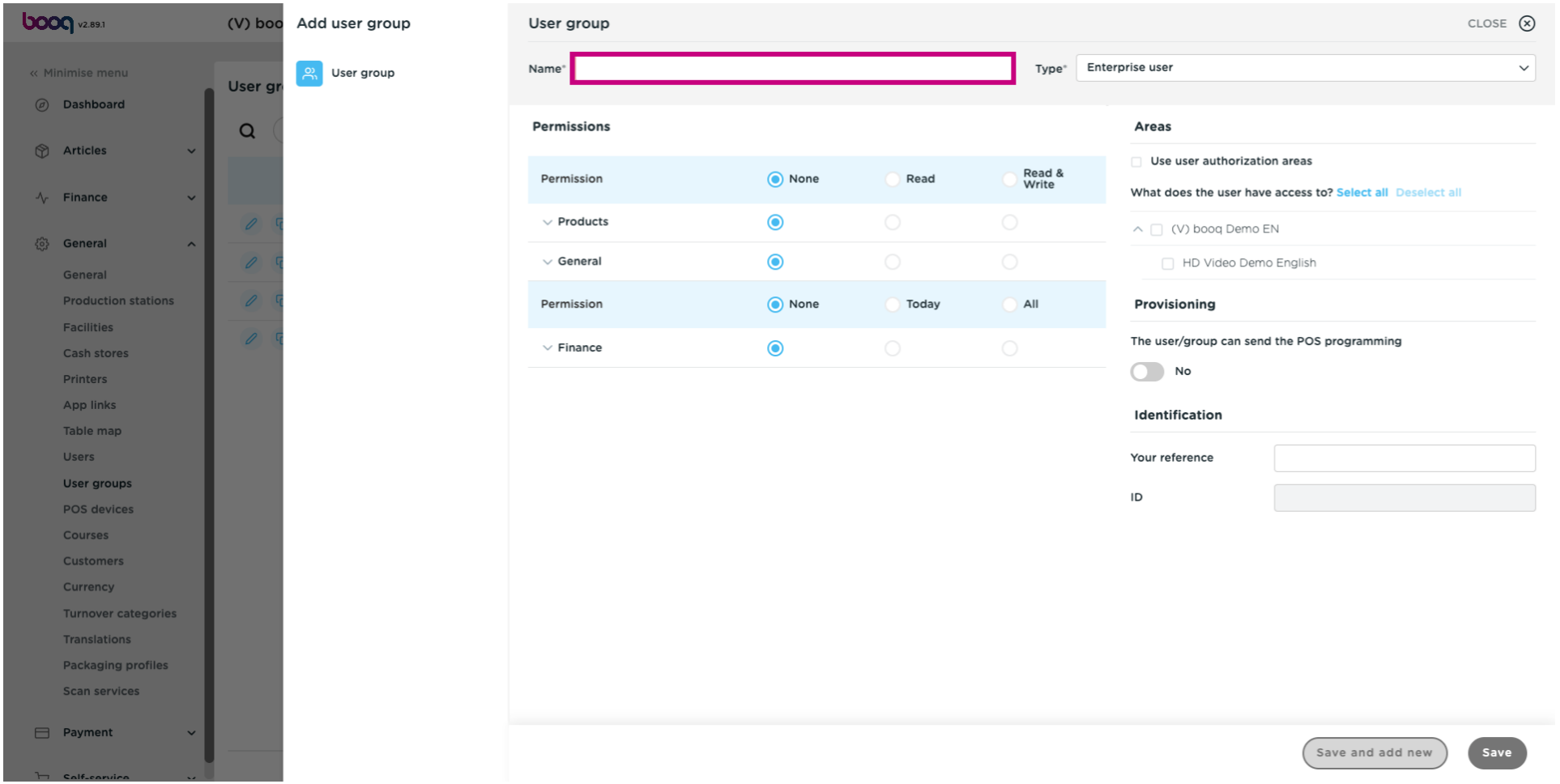
Insert a Name of your choice.



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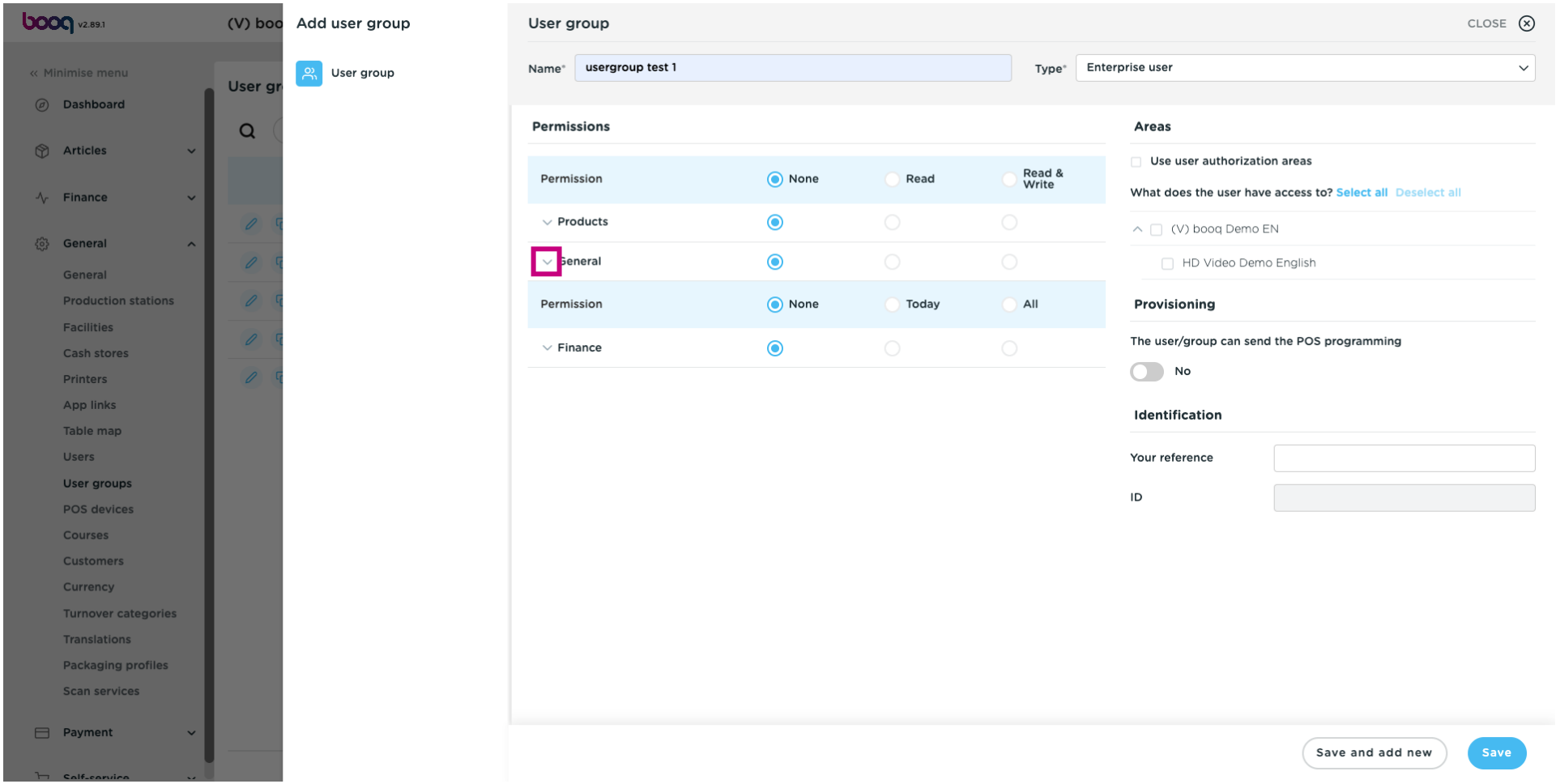
Unfold General under permissions by clicking on the downward arrow.



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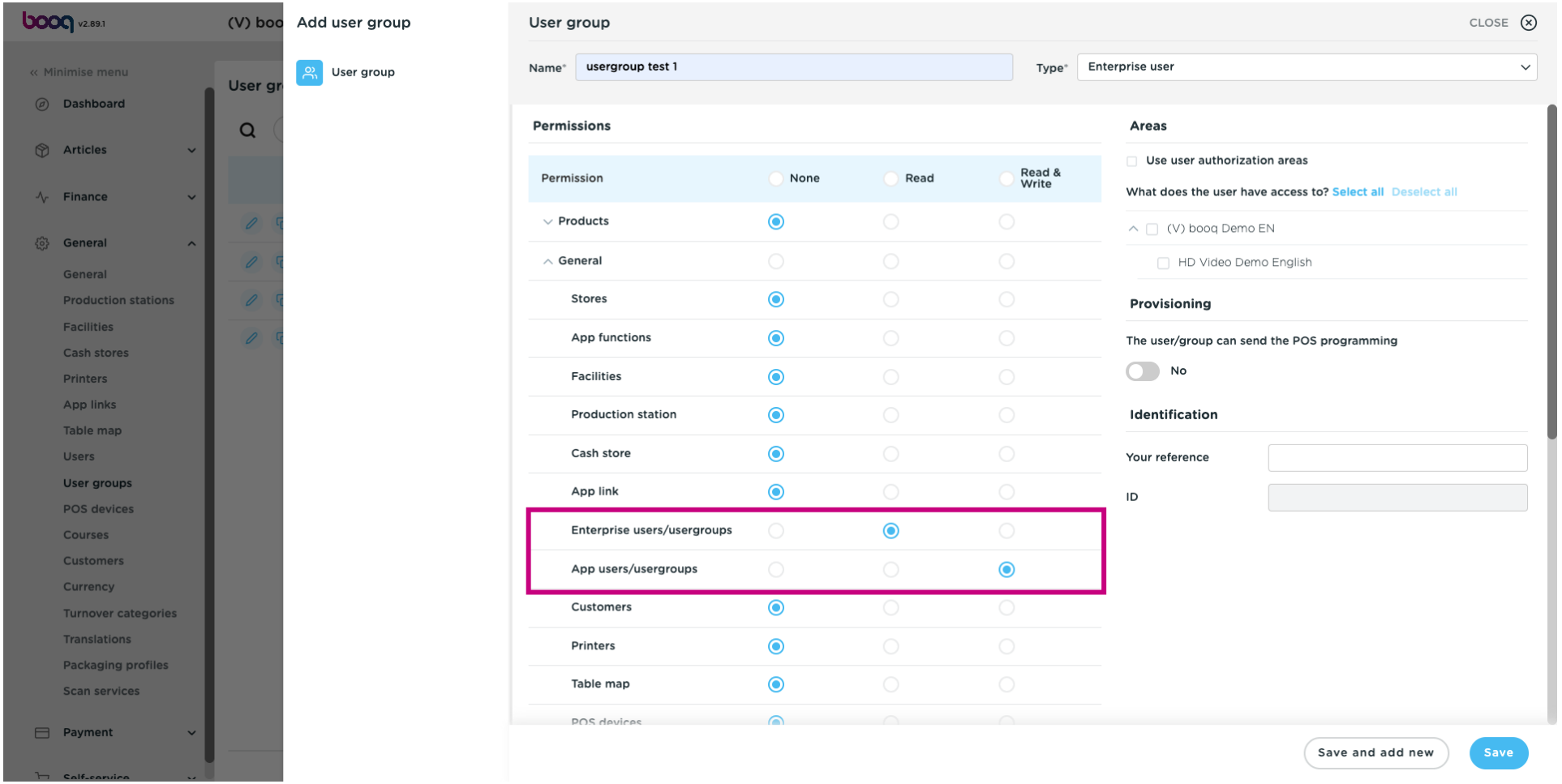
Change the permission of Enterprise users/usergroups or App users/usergroups to None, Read or Read & Write.



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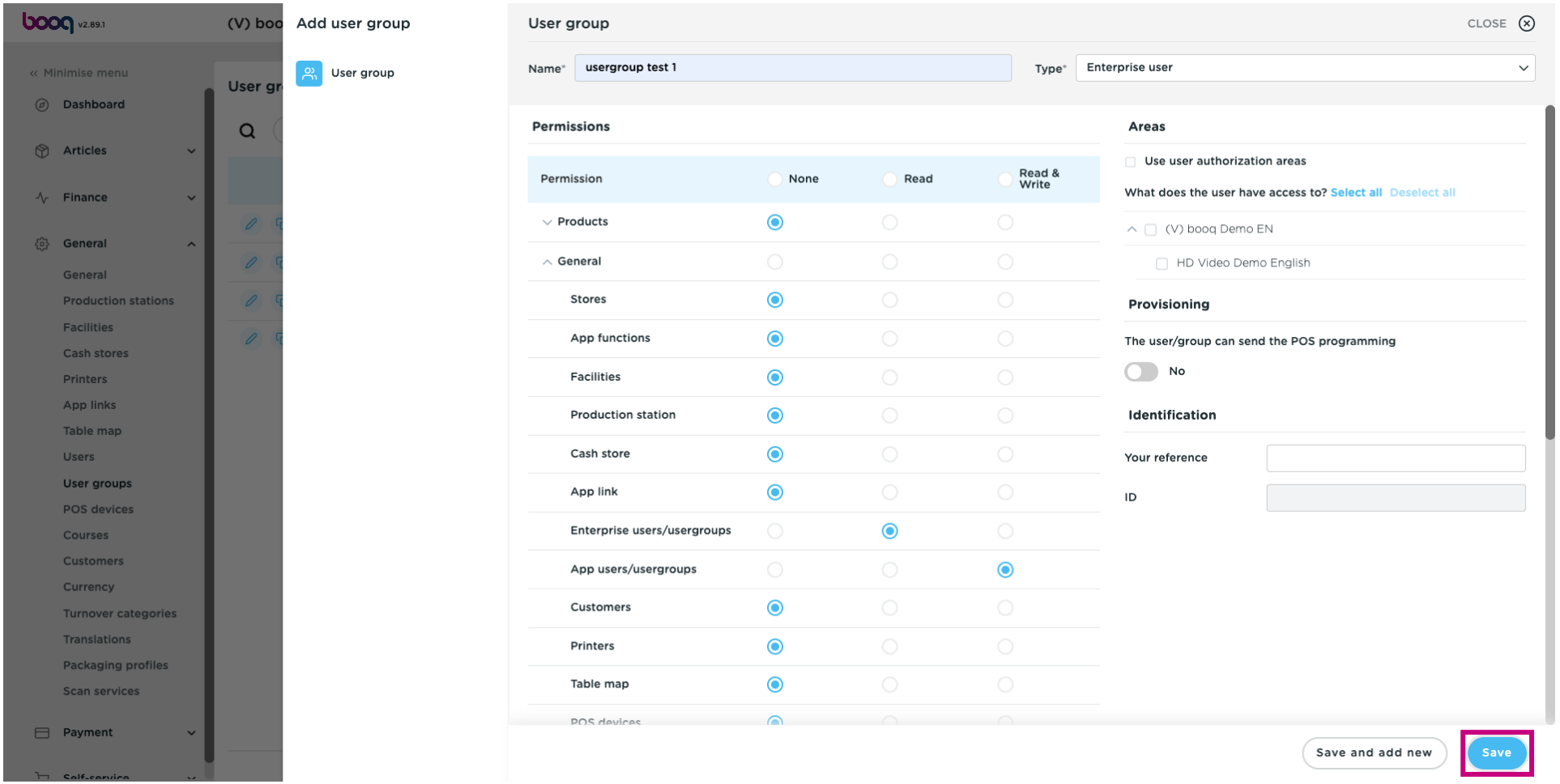
Click on Save.



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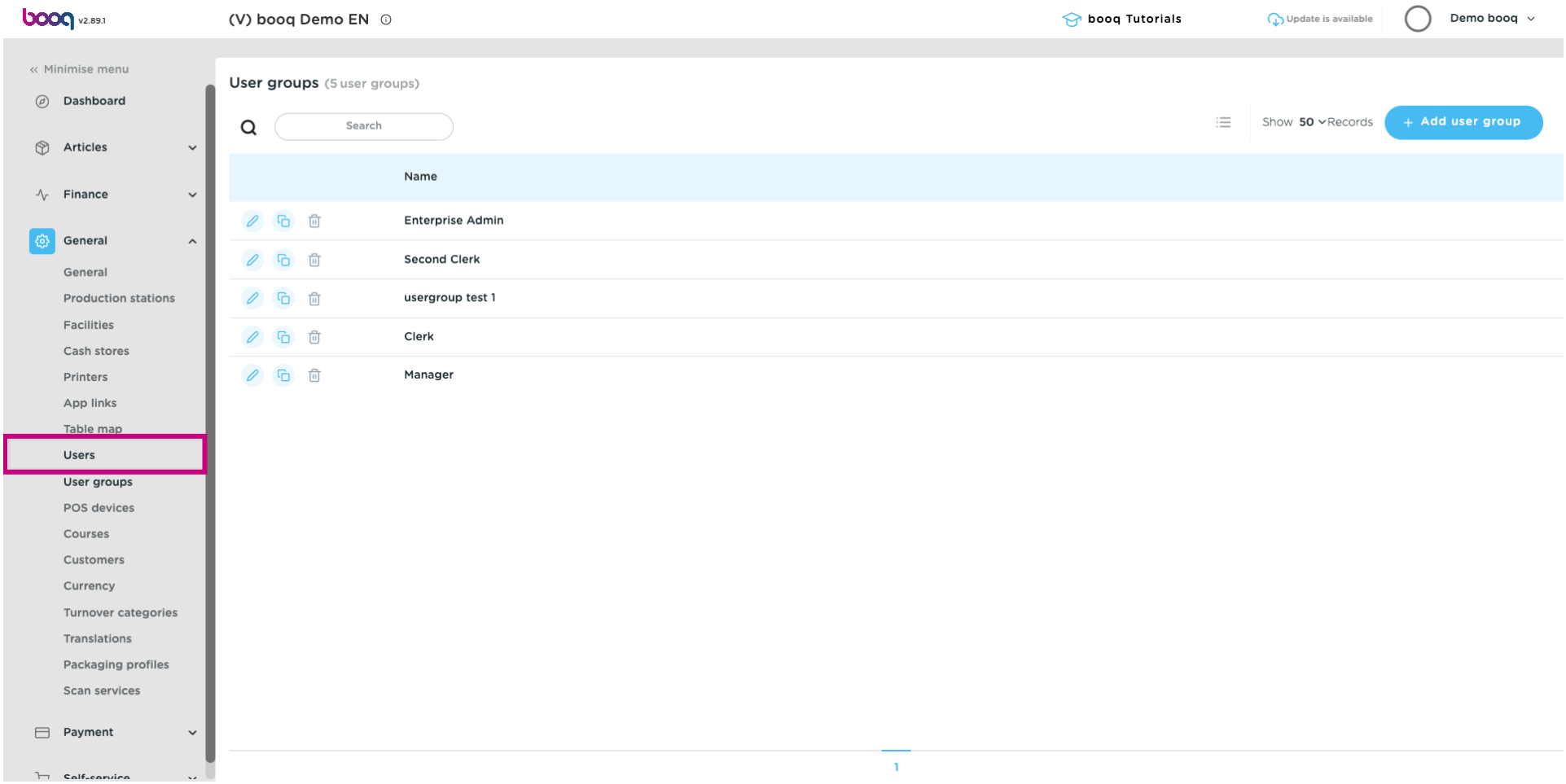
In order to assign a user to this newly made user group, go to Users.



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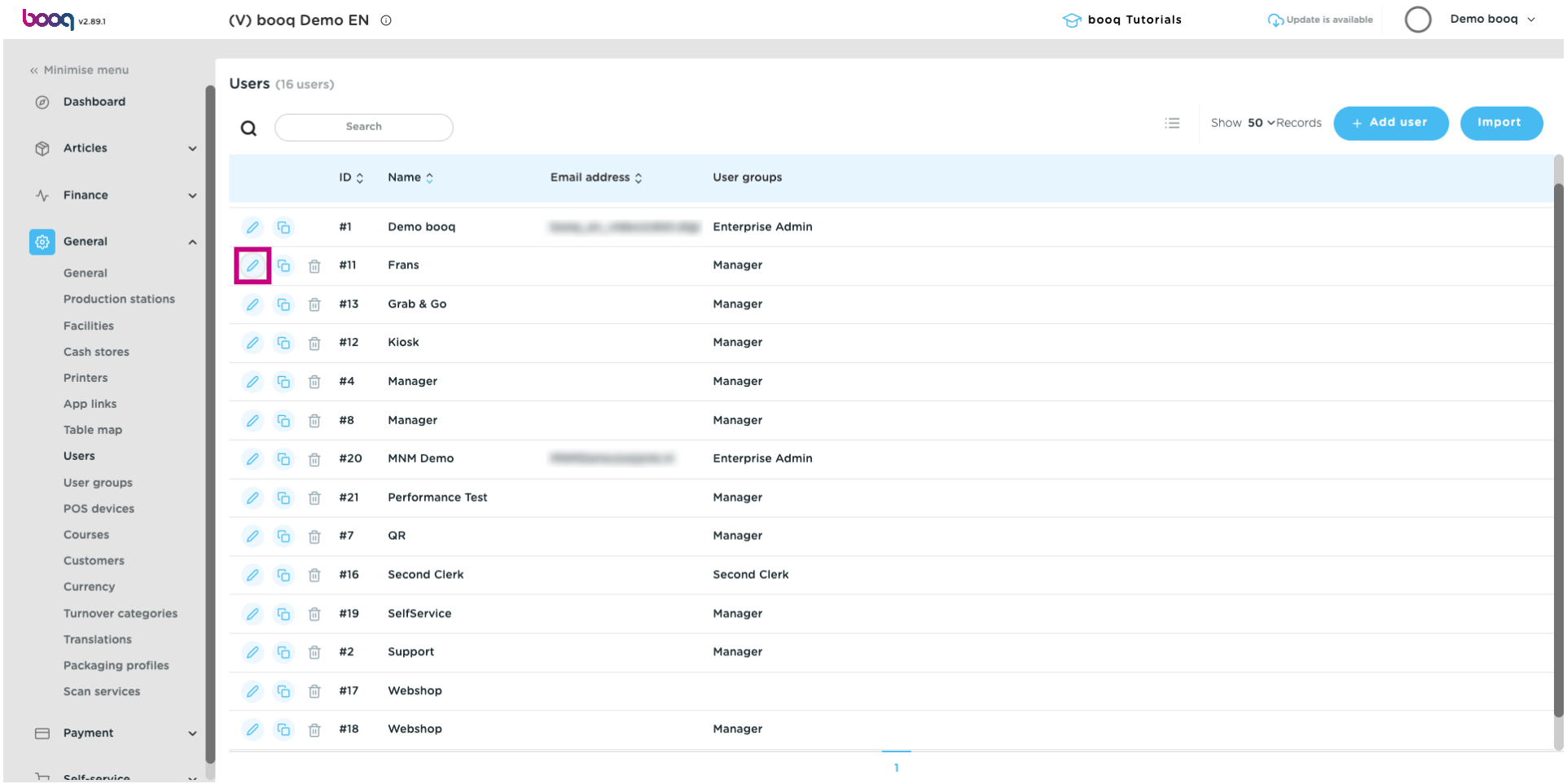
Click on the pencil icon to edit the settings of the user. Note: the upcoming steps can also be followed for a new user. To create a new user, start by clicking on Add user.



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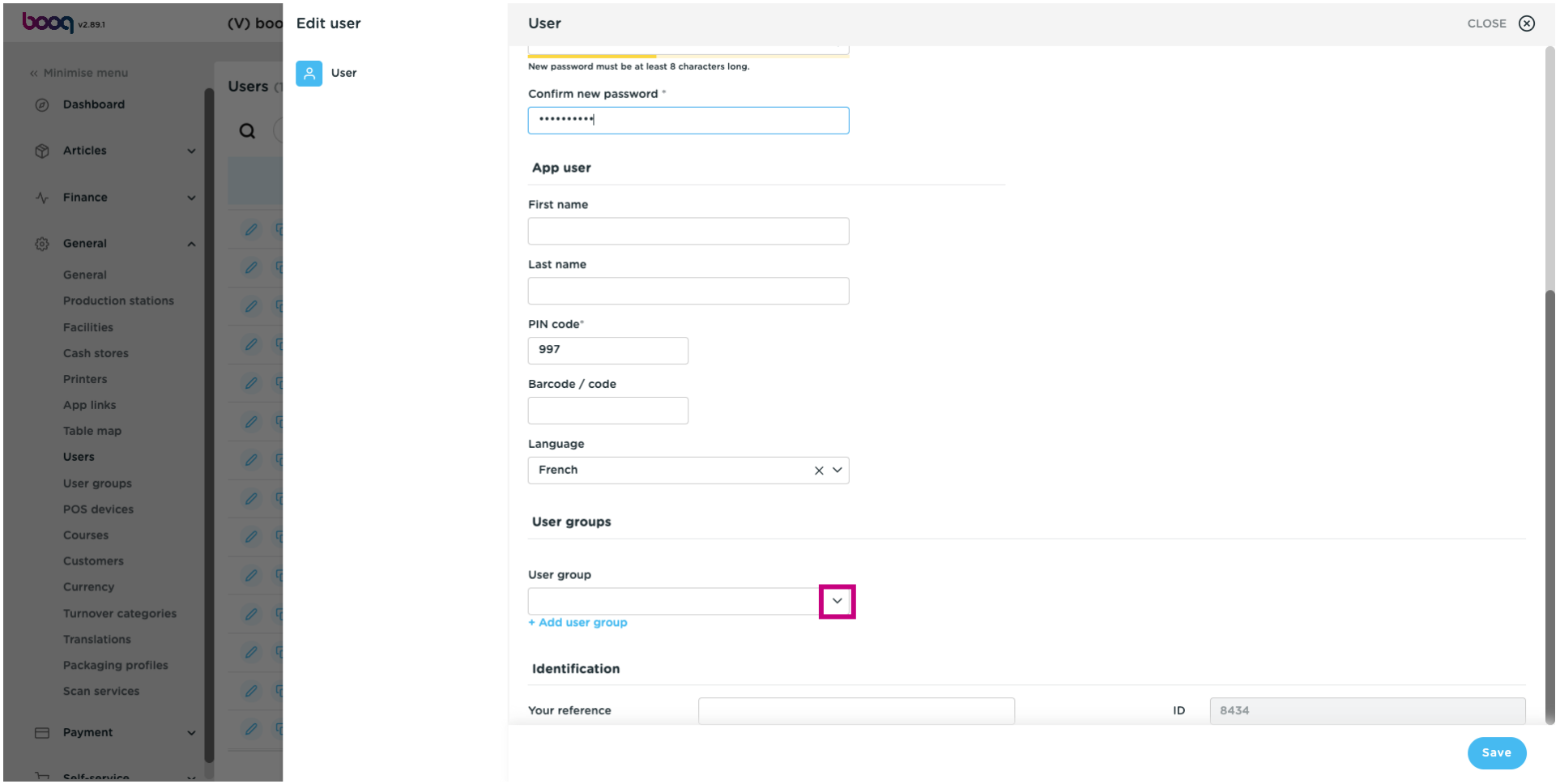
Click on the downward facing arrow to unfold the list of User groups.



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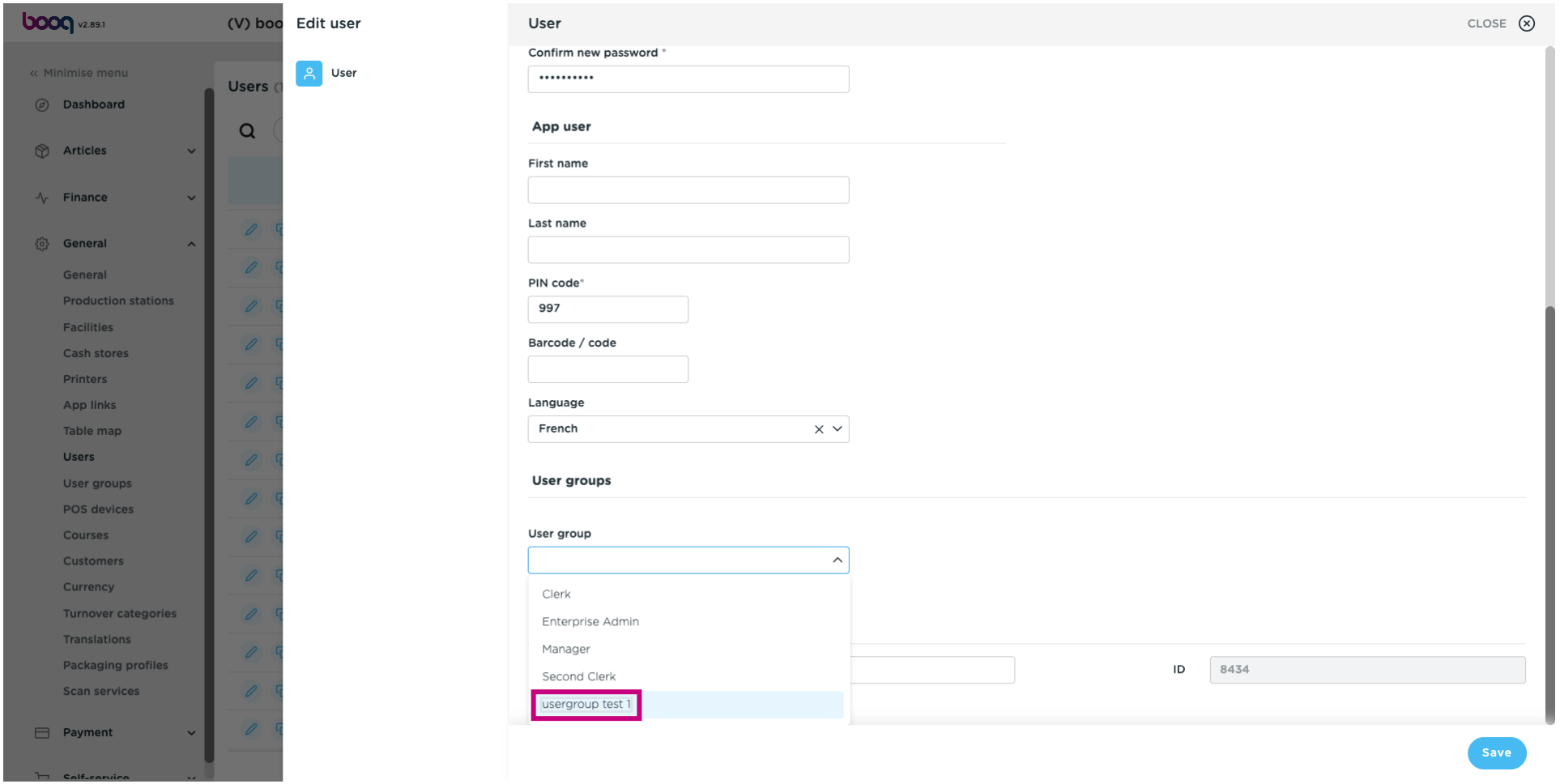
Select the User group.



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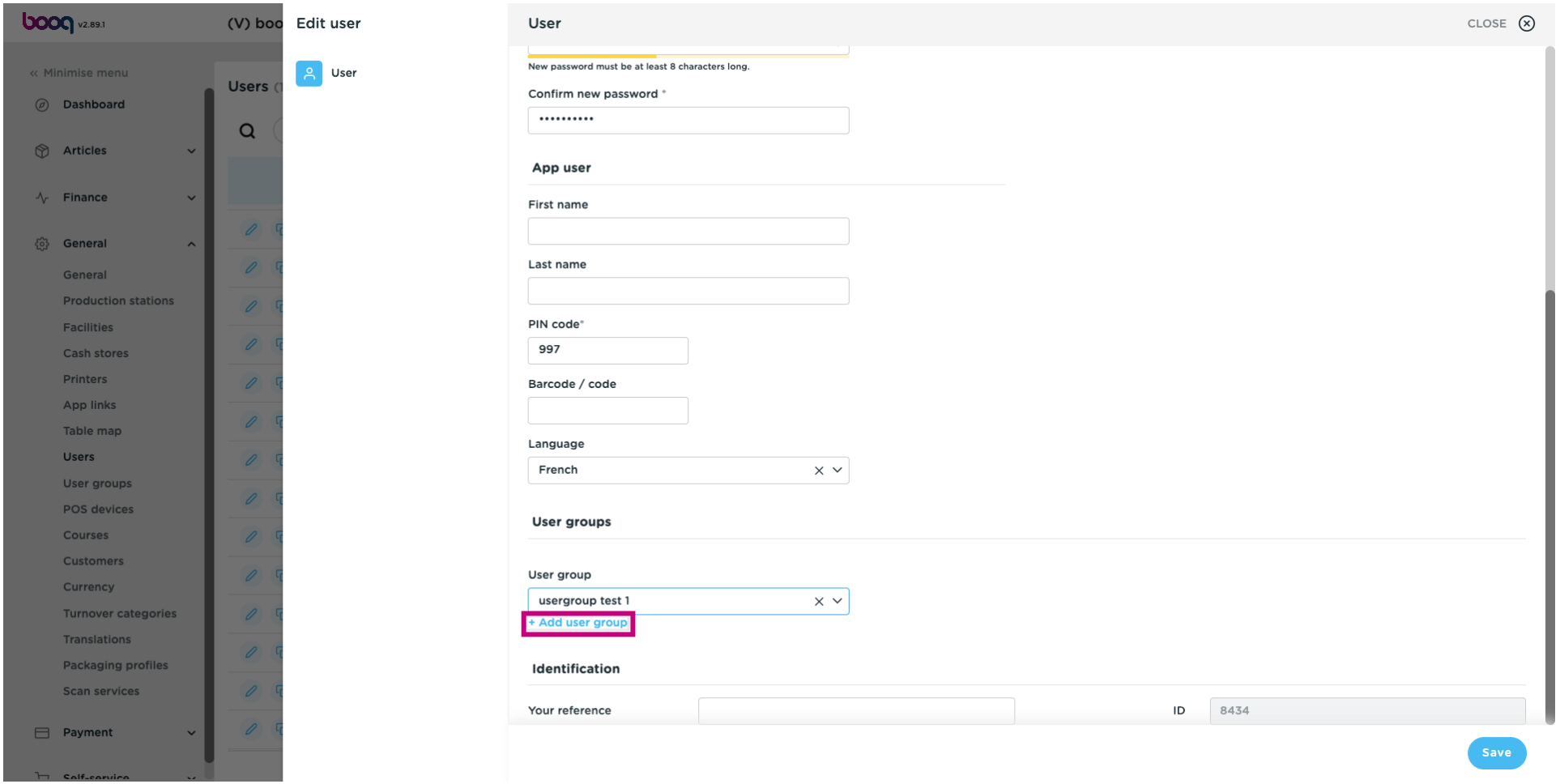
Click on + Add user group.



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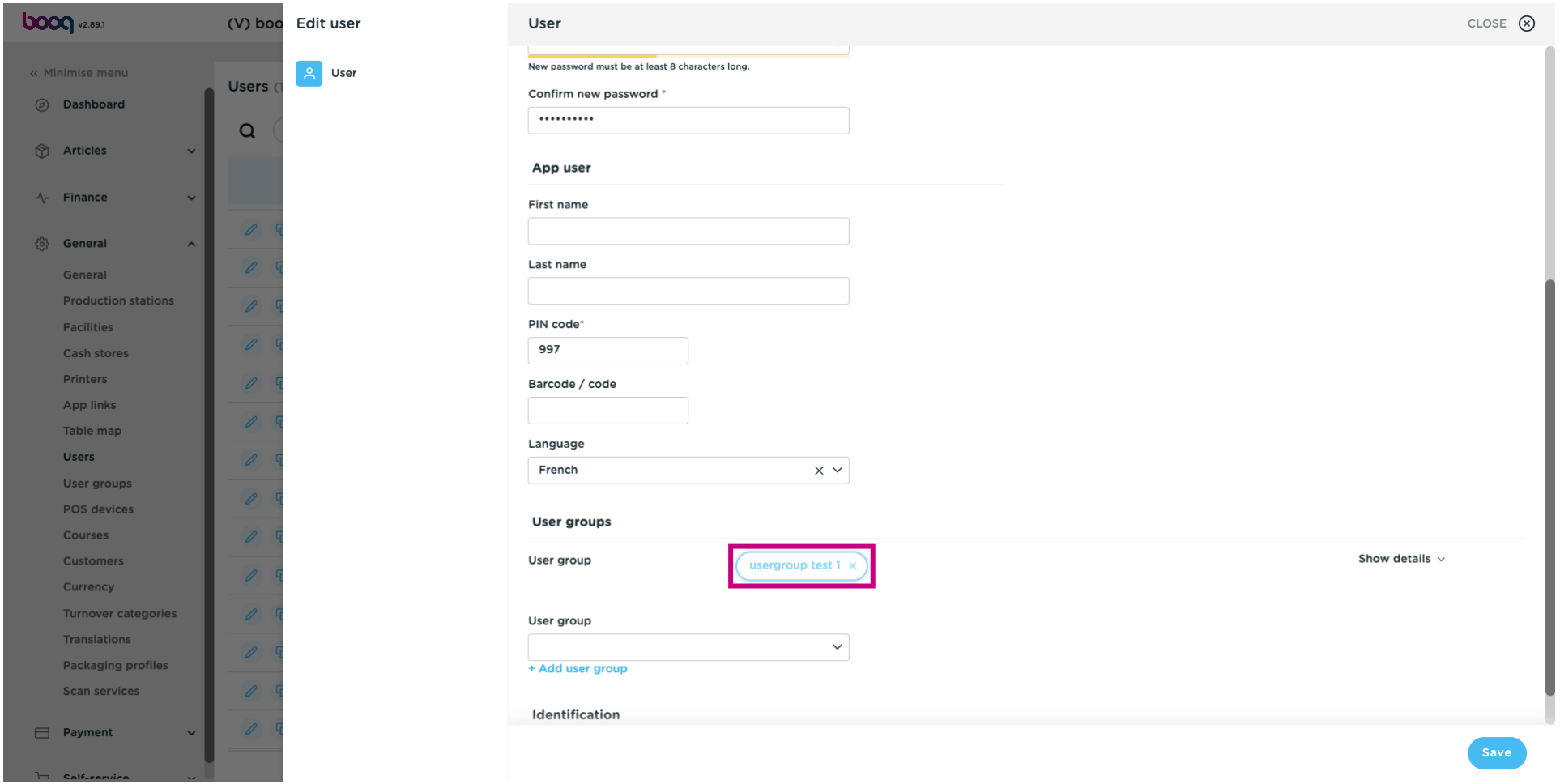
Once selected, the user group will be added to the user group section.



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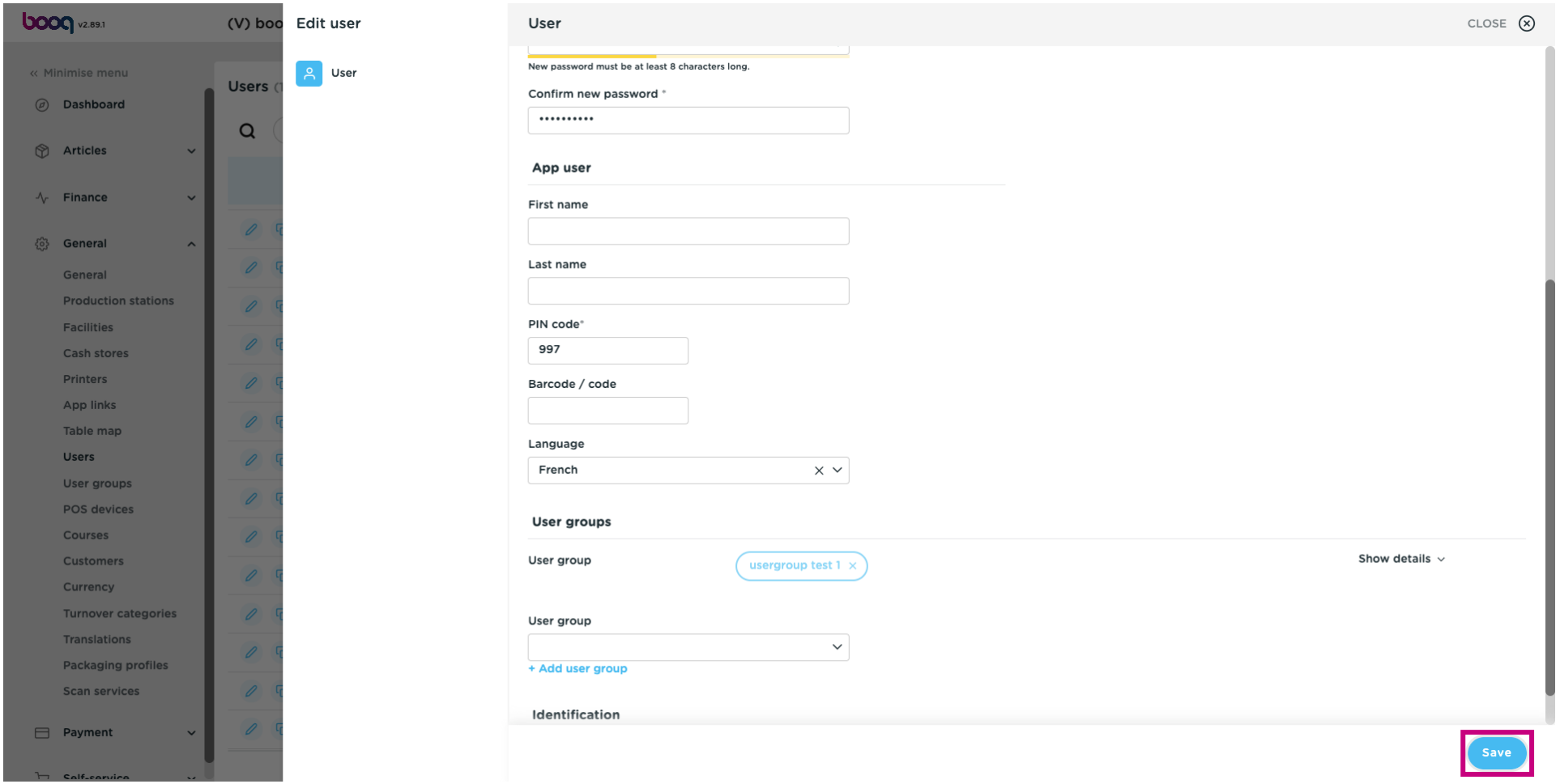
Adding and managing user groups

Click on Save.



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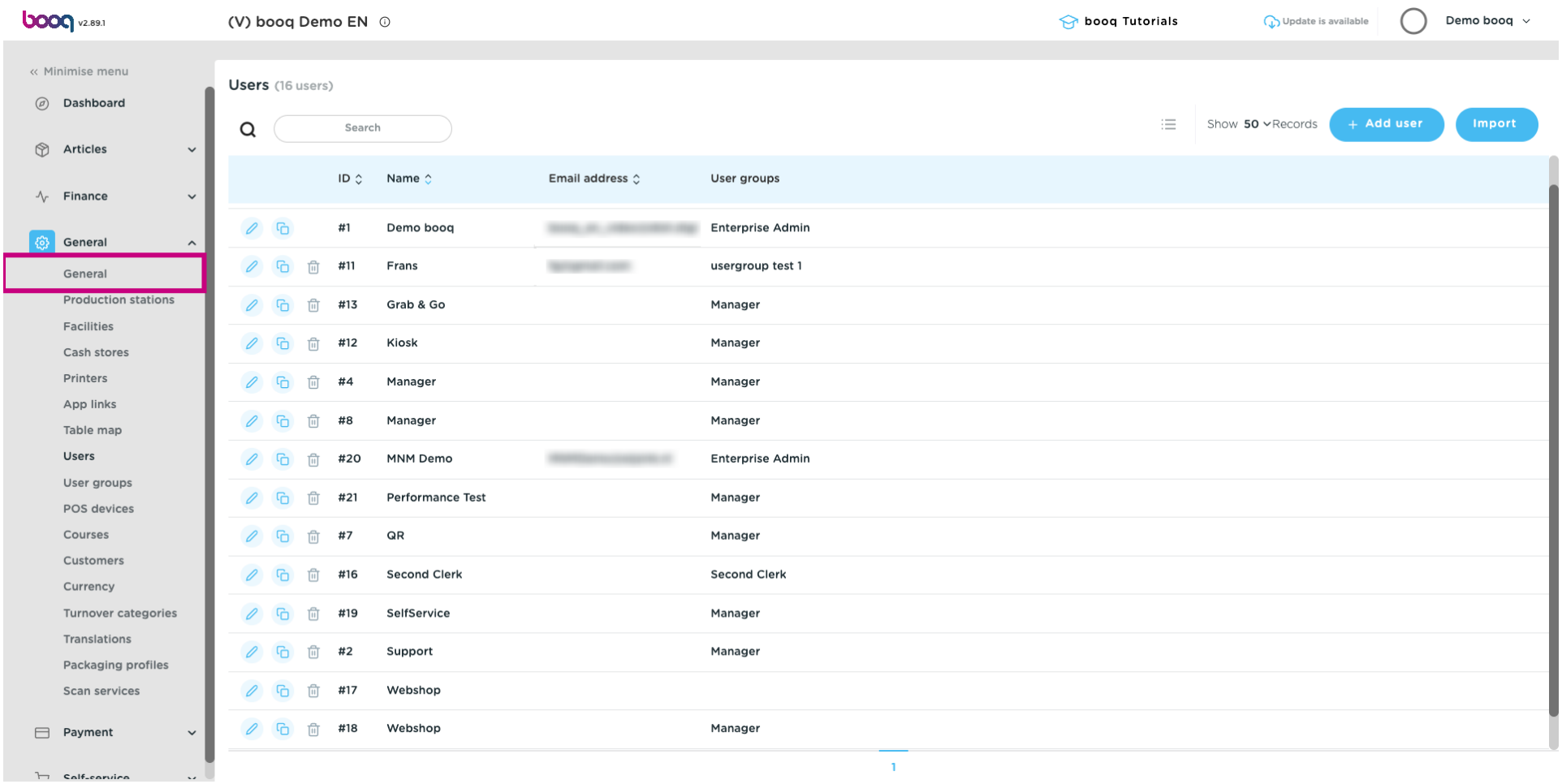
In order to send these modifications to your location, click on General.



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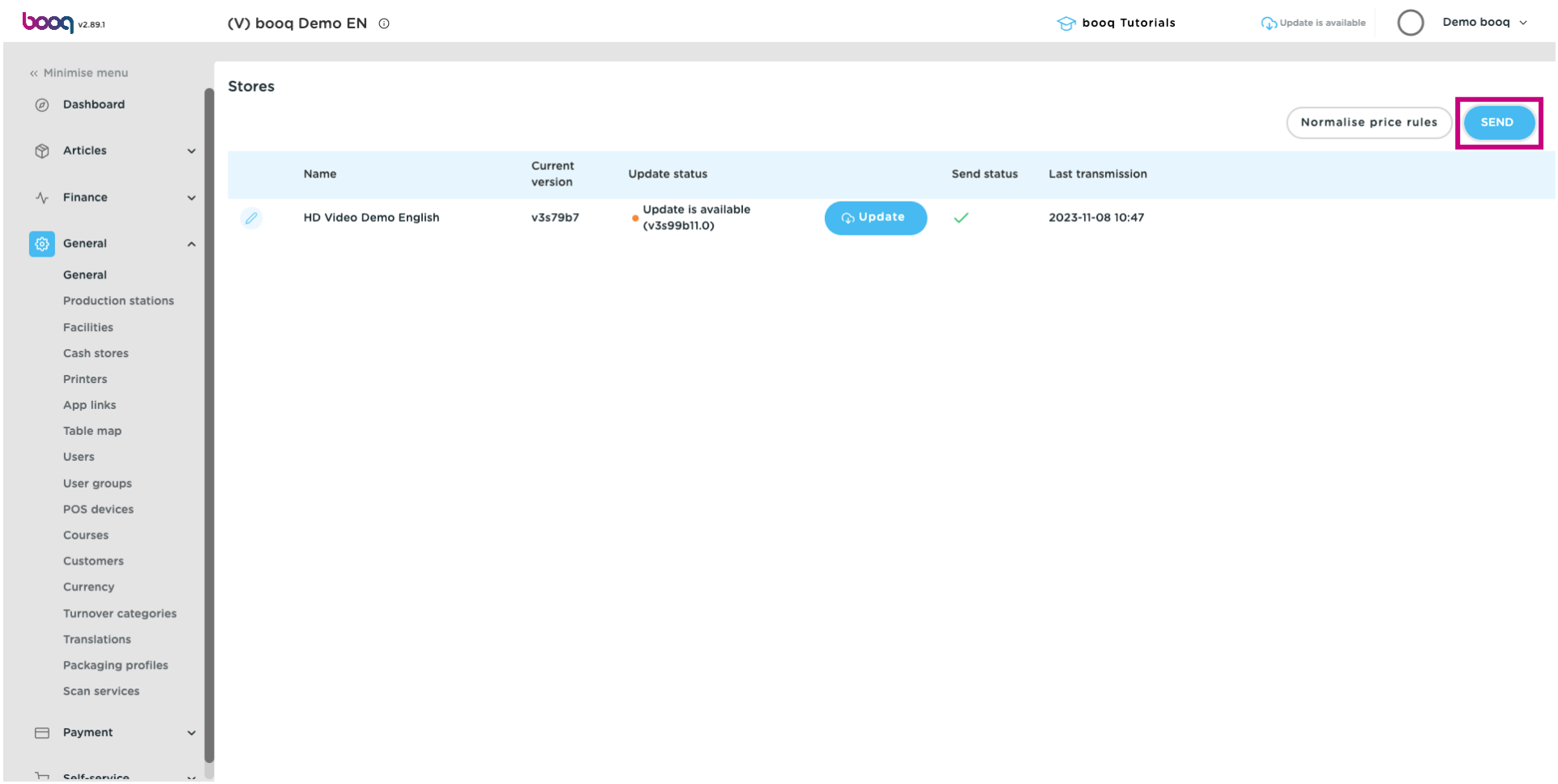
Click on Send.



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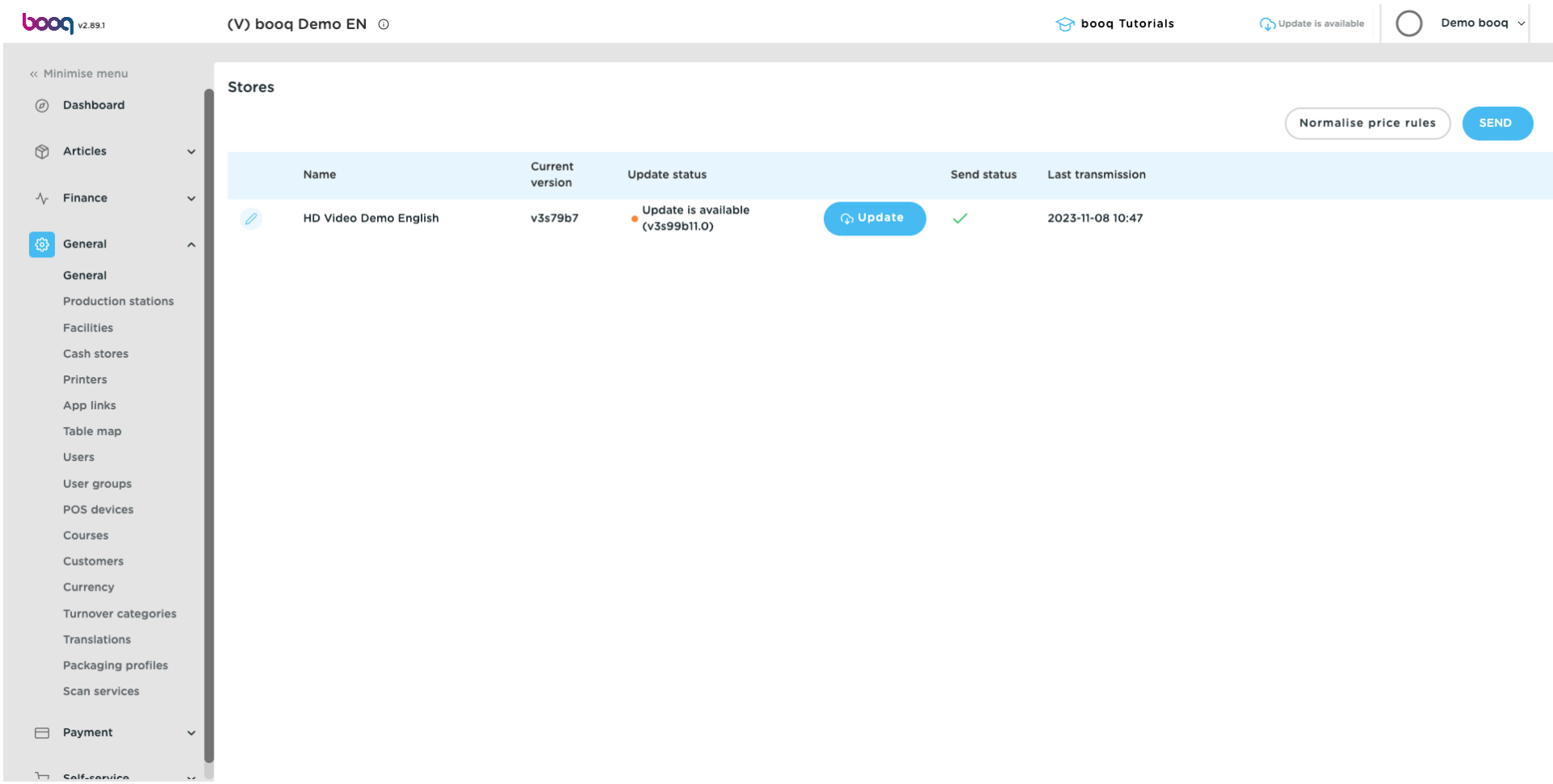
That's it. You're done.



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