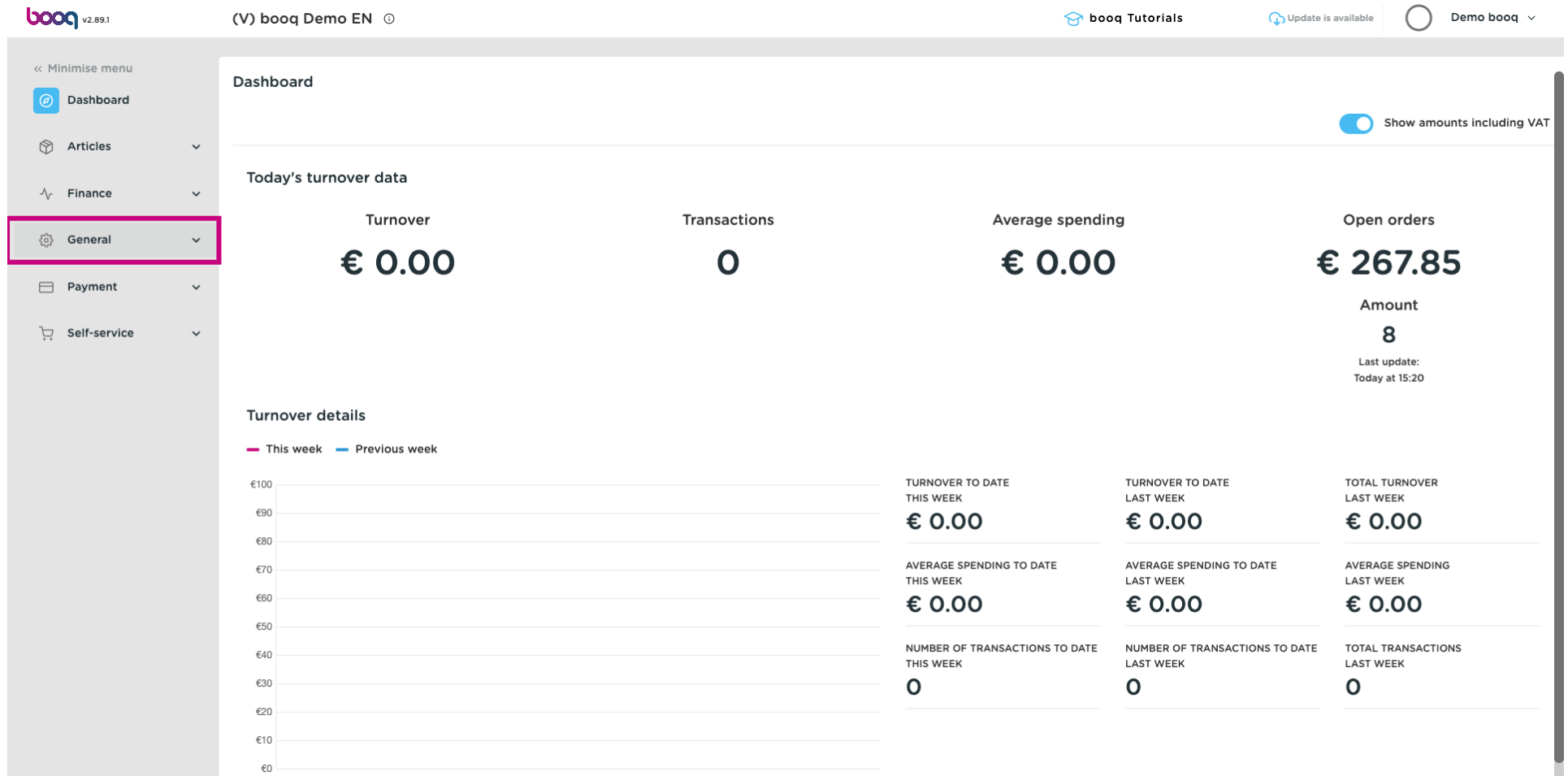




Welcome to **booq POS Dashboard**. In this tutorial, we will show you how to add a user group and assign a user to this user group. First, go to **General**.





Adding and managing user groups



Click on **User groups**.

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Dashboard

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 267.85
			Amount
			8
			Last update: Today at 15:20

Turnover details

— This week — Previous week

€100
€90
€80
€70
€60
€50
€40
€30
€20
€10
€0

TURNOVER TO DATE THIS WEEK	TURNOVER TO DATE LAST WEEK	TOTAL TURNOVER LAST WEEK
€ 0.00	€ 0.00	€ 0.00
AVERAGE SPENDING TO DATE THIS WEEK	AVERAGE SPENDING TO DATE LAST WEEK	AVERAGE SPENDING LAST WEEK
€ 0.00	€ 0.00	€ 0.00
NUMBER OF TRANSACTIONS TO DATE THIS WEEK	NUMBER OF TRANSACTIONS TO DATE LAST WEEK	TOTAL TRANSACTIONS LAST WEEK
0	0	0

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Adding and managing user groups



Click on **Add user group**.

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User groups (4 user groups)

Search

Show 50 Records **+ Add user group**

Name	
  	Enterprise Admin
  	Second Clerk
  	Clerk
  	Manager

1

Insert a **Name** of your choice.

4 of 18

Unfold **General** under permissions by clicking on the **downward arrow**.

boooq v2.89.1 (V) boooq Add user group

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User group

User group

NAME* Type*

Permissions

Permission	<input checked="" type="radio"/> None	<input type="radio"/> Read	<input type="radio"/> Read & Write
Products	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permission	<input checked="" type="radio"/> None	<input type="radio"/> Today	<input type="radio"/> All
Finance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Areas

☐ Use user authorization areas

What does the user have access to? [Select all](#) [Deselect all](#)

☐ (V) boooq Demo EN

☐ HD Video Demo English

Provisioning

The user/group can send the POS programming

☐ No

Identification

Your reference

ID

Save and add new Save



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

booq v2.89.1

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Finance

General

General

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Facilities

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(V) booq

Add user group

User group

User group

CLOSE

Name*

usergroup test 1

Type*

Enterprise user

Permissions

Permission	None	Read	Read & Write
▼ Products	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
^ General	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stores	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
App functions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Production station	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cash store	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
App link	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enterprise users/usergroups	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
App users/usergroups	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Printers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Table map	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
POS devices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Areas

☐ Use user authorization areas

What does the user have access to? [Select all](#) [Deselect all](#)

☒ (V) booq Demo EN

☐ HD Video Demo English

Provisioning

The user/group can send the POS programming

☒ No

Identification

Your reference

ID

Save and add new

Save



Click on **Save**.

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(V) booq

Add user group

User group

User group

Name*

usergroup test 1

Type*

Enterprise user

Permissions

Permission	None	Read	Read & Write
Products	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stores	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
App functions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Production station	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cash store	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
App link	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enterprise users/usergroups	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
App users/usergroups	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Printers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Table map	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
POS devices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Areas

☐ Use user authorization areas

What does the user have access to? [Select all](#) [Deselect all](#)

☐ (V) booq Demo EN

☐ HD Video Demo English

Provisioning

The user/group can send the POS programming

☒ No

Identification

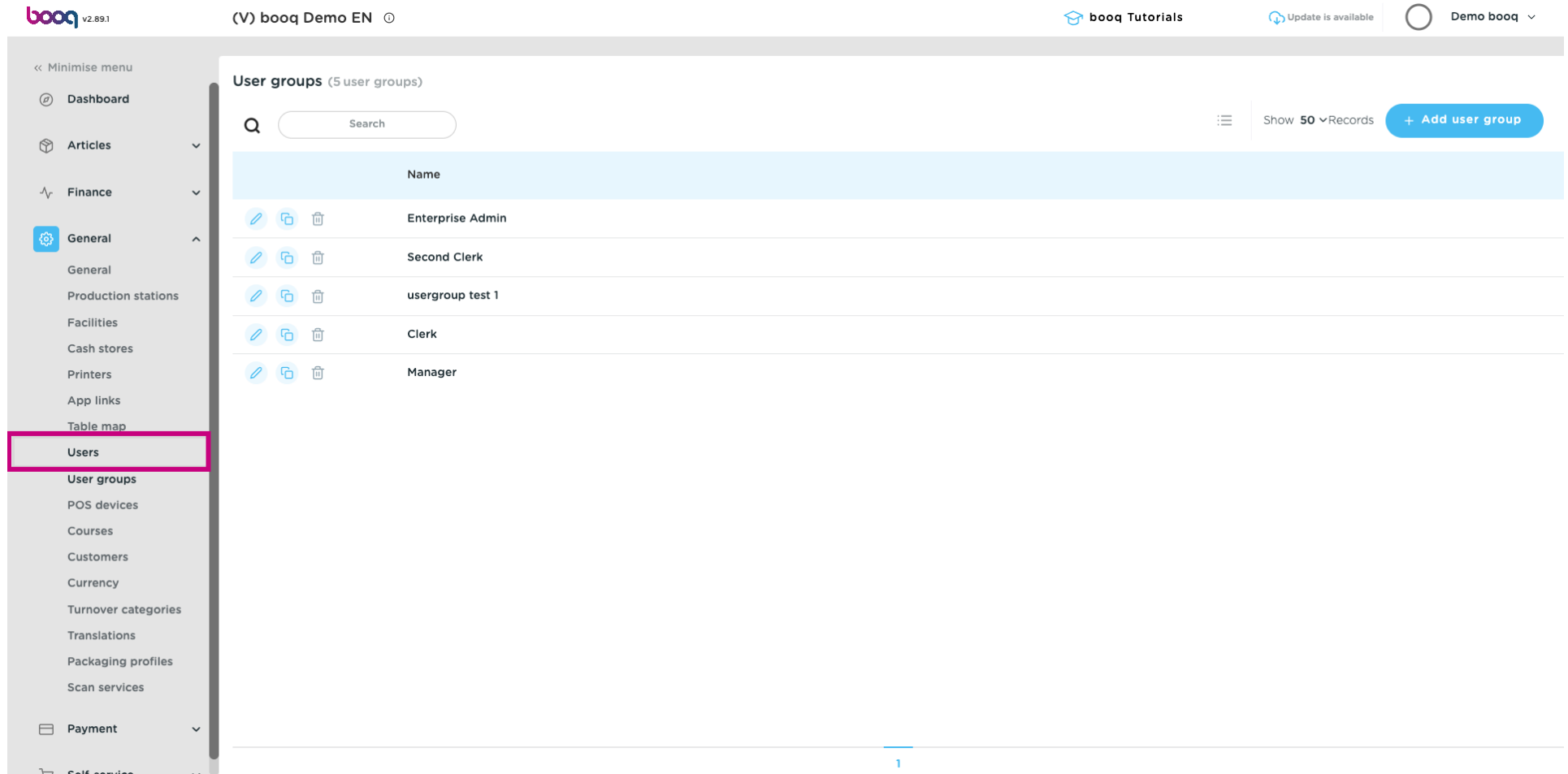
Your reference

ID

Save and add new

Save

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



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User groups (5 user groups)

Search

Show 50 Records + Add user group

Name
Enterprise Admin
Second Clerk
usergroup test 1
Clerk
Manager

1



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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Users (16 users)

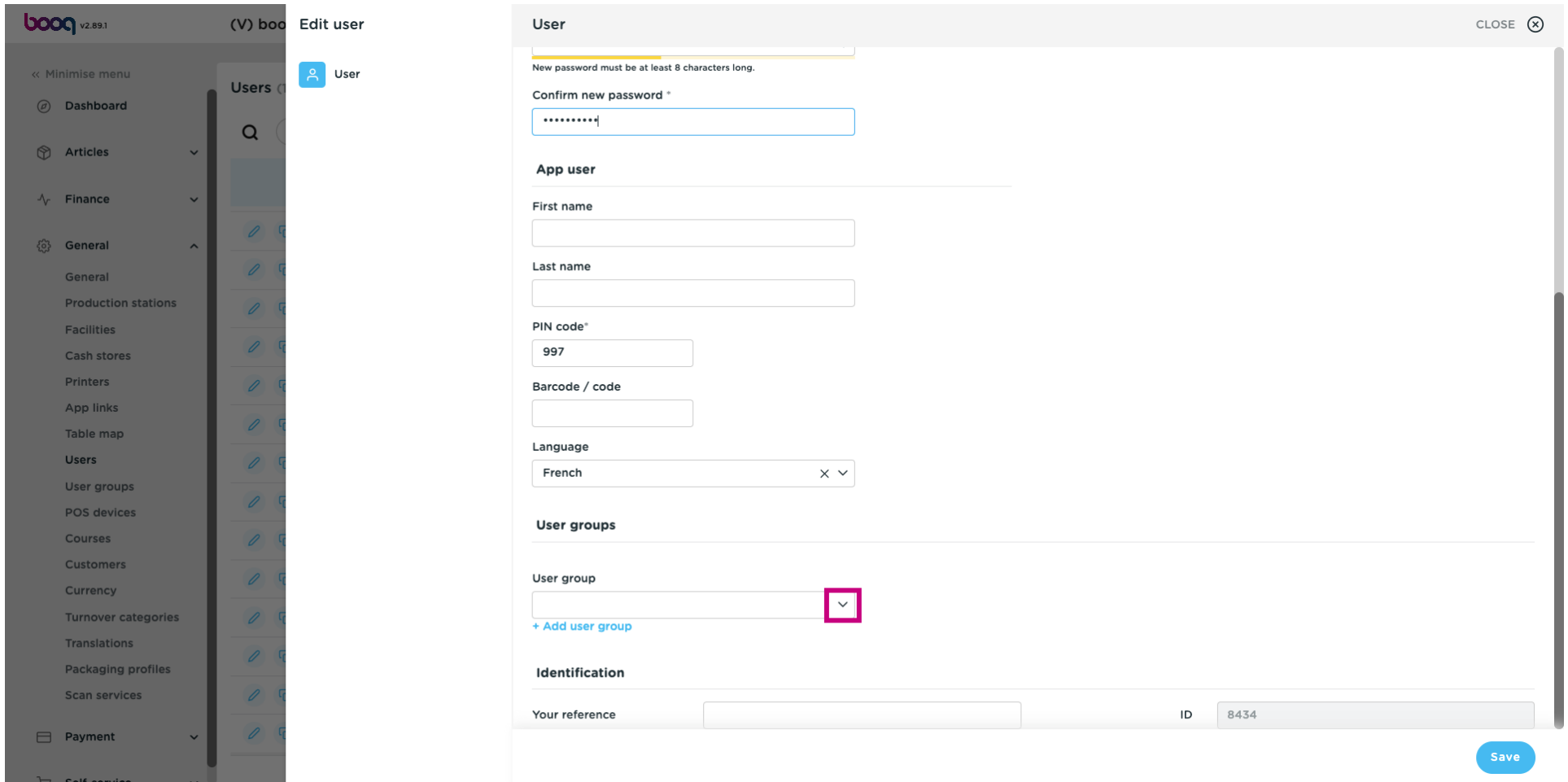
Search

Show 50 Records + Add user Import

ID	Name	Email address	User groups
#1	Demo booq		Enterprise Admin
#11	Frans		Manager
#13	Grab & Go		Manager
#12	Kiosk		Manager
#4	Manager		Manager
#8	Manager		Manager
#20	MNM Demo		Enterprise Admin
#21	Performance Test		Manager
#7	QR		Manager
#16	Second Clerk		Second Clerk
#19	SelfService		Manager
#2	Support		Manager
#17	Webshop		
#18	Webshop		Manager

1

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



boon v2.89.1 (V) boon Edit user

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User

New password must be at least 8 characters long.

Confirm new password *

.....

App user

First name

Last name

PIN code*

997

Barcode / code

Language

French

User groups

User group

+ Add user group

Identification

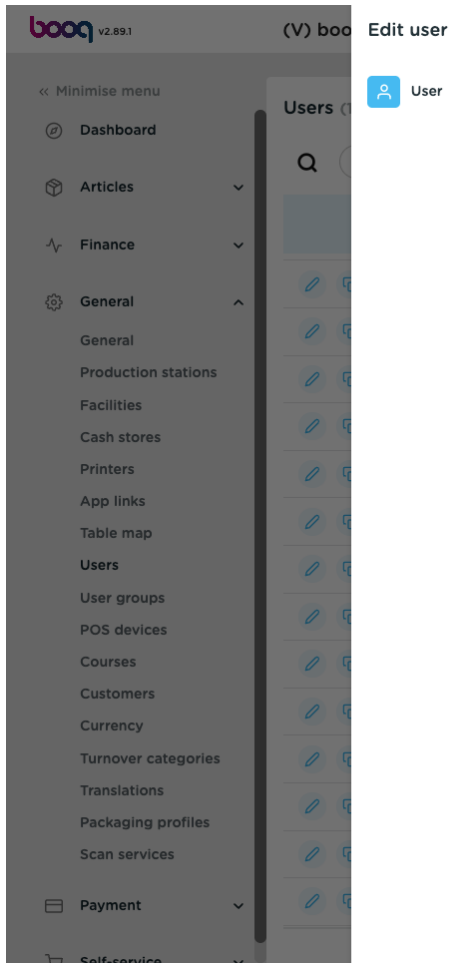
Your reference

ID 8434

Save



Select the **User group**.



User

CLOSE

Confirm new password *

.....

App user

First name

Last name

PIN code*

997

Barcode / code

Language

French

User groups

User group

Clerk

Enterprise Admin

Manager

Second Clerk

usergroup test 1

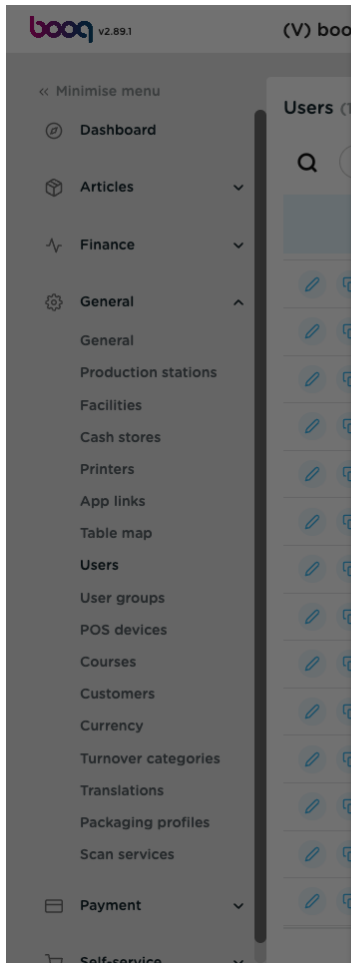
ID

8434

Save



Click on **+ Add user group**.



Edit user

User

NEW password must be at least 8 characters long.

Confirm new password *

.....

App user

First name

Last name

PIN code*

997

Barcode / code

Language

French

User groups

User group

usergroup test 1

+ Add user group

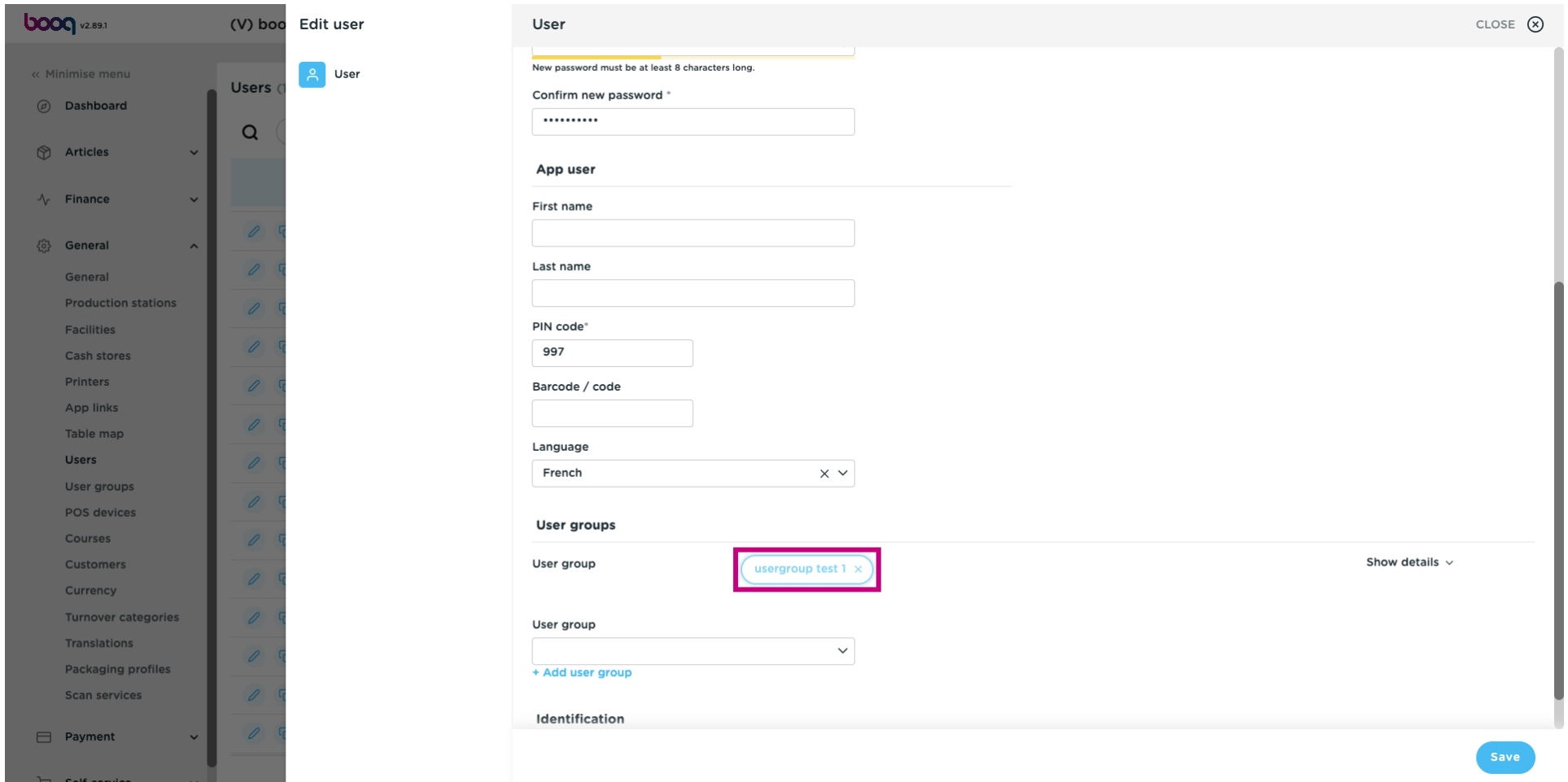
Identification

Your reference

ID 8434

Save

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



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User

New password must be at least 8 characters long.

Confirm new password *

.....

App user

First name

Last name

PIN code*

997

Barcode / code

Language

French

User groups

User group

usergroup test 1

Show details

User group

+ Add user group

Identification

Save



Save

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

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Users (16 users)

Search

Show 50 Records + Add user Import

ID	Name	Email address	User groups
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#11	Frans		usergroup test 1
#13	Grab & Go		Manager
#12	Kiosk		Manager
#4	Manager		Manager
#8	Manager		Manager
#20	MNM Demo		Enterprise Admin
#21	Performance Test		Manager
#7	QR		Manager
#16	Second Clerk		Second Clerk
#19	SelfService		Manager
#2	Support		Manager
#17	Webshop		
#18	Webshop		Manager

1



Click on **Send**.





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Stores

Normalise price rules **SEND**

Name	Current version	Update status	Send status	Last transmission
 HD Video Demo English	v3s79b7	 Update is available (v3s99b11.0)	 Update 	2023-11-08 10:47



Adding and managing user groups



That's it. You're done.

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Stores

Normalise price rules SEND

Name	Current version	Update status	Send status	Last transmission
HD Video Demo English	v3s79b7	Update is available (v3s99b11.0)		2023-11-08 10:47



Scan to go to the interactive player