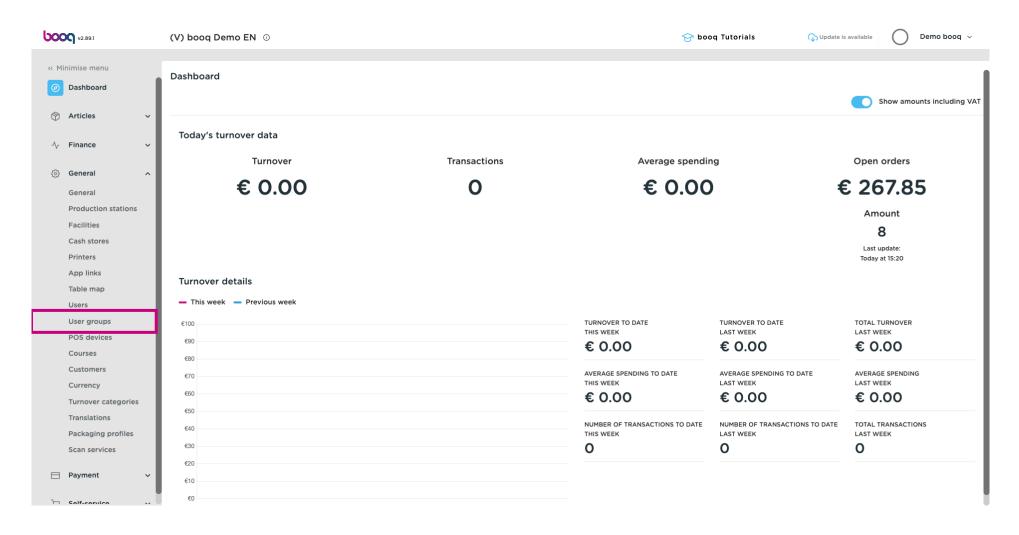


• Welcome to booq POS Dashboard. In this tutorial, we will show you how to add a user group and assign a user to this user group. First, go to General.

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« Minimise menu Dashboard	Dashboard				Show amounts including VAT
 Or Articles ✓ ✓ ✓	Today's turnover data Turnover	Transactions	Average spendir	ng	Open orders
E Payment V	€ 0.00	0	€ 0.00) 4	E 267.85
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	Turnover details This week Previous week				
	€100 €90 €80		TURNOVER TO DATE THIS WEEK € 0.00	TURNOVER TO DATE LAST WEEK € 0.00	total turnover Last week € 0.00
	€70 €60 €50		AVERAGE SPENDING TO DATE THIS WEEK	AVERAGE SPENDING TO DATE LAST WEEK	average spending Last week € 0.00
	€40 €30 €20		NUMBER OF TRANSACTIONS TO DATE THIS WEEK O	NUMBER OF TRANSACTIONS TO DATE LAST WEEK O	total transactions Last week O
	€0				ļ



Click on User groups.



Click on Add user group.

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« Minimise menu	User groups (4 user groups)		
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	Name		
-\/_ Finance 🗸 🗸			
🚯 General 🔨	2 C D Enterprise Admin		
General	2 C 🗊 Second Clerk		
Production stations	Clerk		
Facilities			
Cash stores	2 D m Manager		
Printers			
App links			
Table map			
Users			
User groups			
POS devices			
Courses			
Customers			
Currency			
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Translations			
Packaging profiles			
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Insert a Name of your choice.

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0000 v2.89.1	(V) boo	Add user group	User group				close 🛞
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	0		\vee Products	۲			∧ □ (V) booq Demo EN
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Facilities Cash stores	0		✓ Finance	۲			The user/group can send the POS programming
Printers							No
App links							Identification
Table map							
Users							Your reference
User groups							ID
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Courses							
Customers							
Currency							
Turnover categories							
Translations Packaging profiles							
Scan services							
Scall Scivices							
Payment							Save and add new Save

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

00001 v2.89.1	(V) boo	Add user group	User group				CLOSE 🛞
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Table map Users User groups POS devices Courses Customers Currency Turnover categories Translations Packaging profiles Scan services							Your reference
Payment							Save and add new Save

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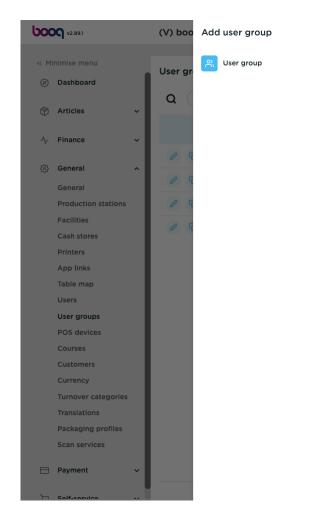
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Change the permission of Enterprise users/usergroups or App users/usergroups to None, Read or Read & Write.

V2.89.1	(V) boo	Add user group	User group				close 🛞
« Minimise menu	User gr	Ser group	Name* usergroup test 1			Type* En	terprise user V
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ැලි General ^	0 6		∧ General				HD Video Demo English
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Facilities	0 6		App functions	۲			The user/group can send the POS programming
Cash stores Printers			Facilities	۲			No
App links			Production station	۲			Identification
Table map Users			Cash store	۲			Your reference
User groups			App link	۲			ID
POS devices Courses			Enterprise users/usergroups	0	۲	0	
Customers			App users/usergroups			۲	
Currency Turnover categories			Customers	٢	0	0	
Translations			Printers	•			
Packaging profiles Scan services			Table map	•			
			POS devices				
Payment V							Save and add new Save



Click on Save.



lame* usergroup test 1			Type*	Enterprise user
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Stores	۲			Provisioning
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Production station	۲			Identification
Cash store	۲			Your reference
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App users/usergroups			۲	
Customers	۲			
Printers	۲			
Table map	۲			
POS devices				



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

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	C 🖻 🕅 Enterprise Admin		
General ^	C C D Second Clerk		
Production stations			
Facilities Cash stores	Clerk		
Printers	2 Co 🕅 Manager		
App links Table map			
Users User groups			
POS devices			
Courses Customers			
Currency			
Turnover categories Translations			
Packaging profiles			
Scan services			
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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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√v Finance V	ID 🗘	: Name 🗘	Email address 🗘	User groups			
🧑 General 🔨	6 #1	Demo booq	100,0,000000000	Enterprise Admin			
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Production stations	13	Grab & Go		Manager			
Facilities Cash stores	12	Kiosk		Manager			
Printers	2 🕤 🕅 #4	Manager		Manager			
App links Table map	2 🕤 🕅 #8	Manager		Manager			
Users	2 🖻 🕅 #20	MNM Demo	-	Enterprise Admin			
User groups POS devices	2 🕤 🗊 #21	Performance Test		Manager			
Courses	 Image: Constraint of the second second	QR		Manager			
Customers Currency	2 🔂 🕅 #16	Second Clerk		Second Clerk			
Turnover categories	🖉 🔂 🗎 #19	SelfService		Manager			
Translations Packaging profiles	2 🔂 🕅 #2	Support		Manager			
Scan services	2 🔂 🕅 #17	Webshop					
🖂 Payment 🗸 🗸	2 🔂 🕅 #18	Webshop		Manager			1
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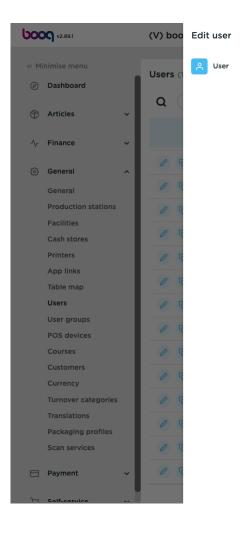


Click on the downward facing arrow to unfold the list of User groups.

000 v2.8	39.1	(V) boo	Edit user	User	close 🛞
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Ø Dashl	board	Q (Confirm new password *	
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∿ Finan	ice ~			First name	_
ැාි Gene				Last name	_
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POS o	devices ses			User groups	
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Turno	over categories	0		+ Add user group	
Packa	lations aging profiles	0 9		Identification	
	services			Your reference ID 8434	
Η Paym	ient 🗸				Save

Select the User group.

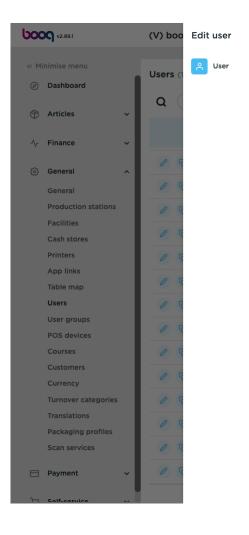
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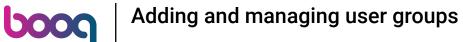
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Enterprise Admin	^	ID	8434	

Click on + Add user group.

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User				CLOSE 🗙
New password must be at least 8 characters long.				
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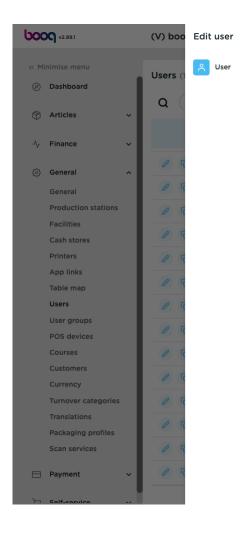


() Once selected, the user group will be added to the user group section.

0000 v2.89.1	(V) boo	Edit user	User	close 🛞
« Minimise menu		은 User	New password must be at least 8 characters long.	
Ø Dashboard	Users (1	_	Confirm new password *	
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Click on Save.



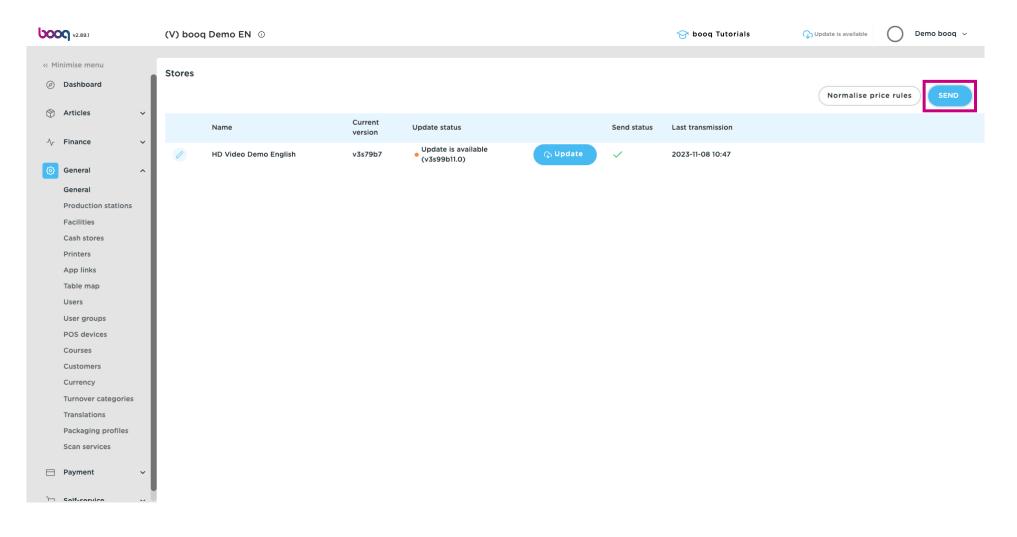
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New password must be at least 8 characters long.	
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v	
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In order to send these modifications to your location, click on General.

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Printers	🖉 🔂 🗐 #4 Manager	1	Manager			
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Turnover categories	🖉 🔂 🗄 #19 SelfService	,	Manager			
Translations Packaging profiles	💋 🖻 前 #2 Support	١	Manager			
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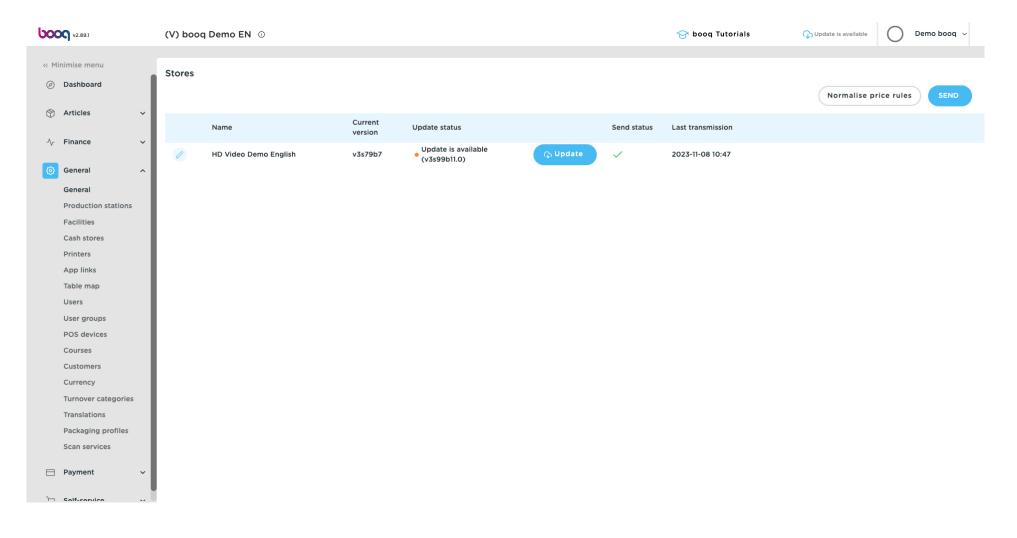


Click on Send.





i That's it. You're done.







Scan to go to the interactive player

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