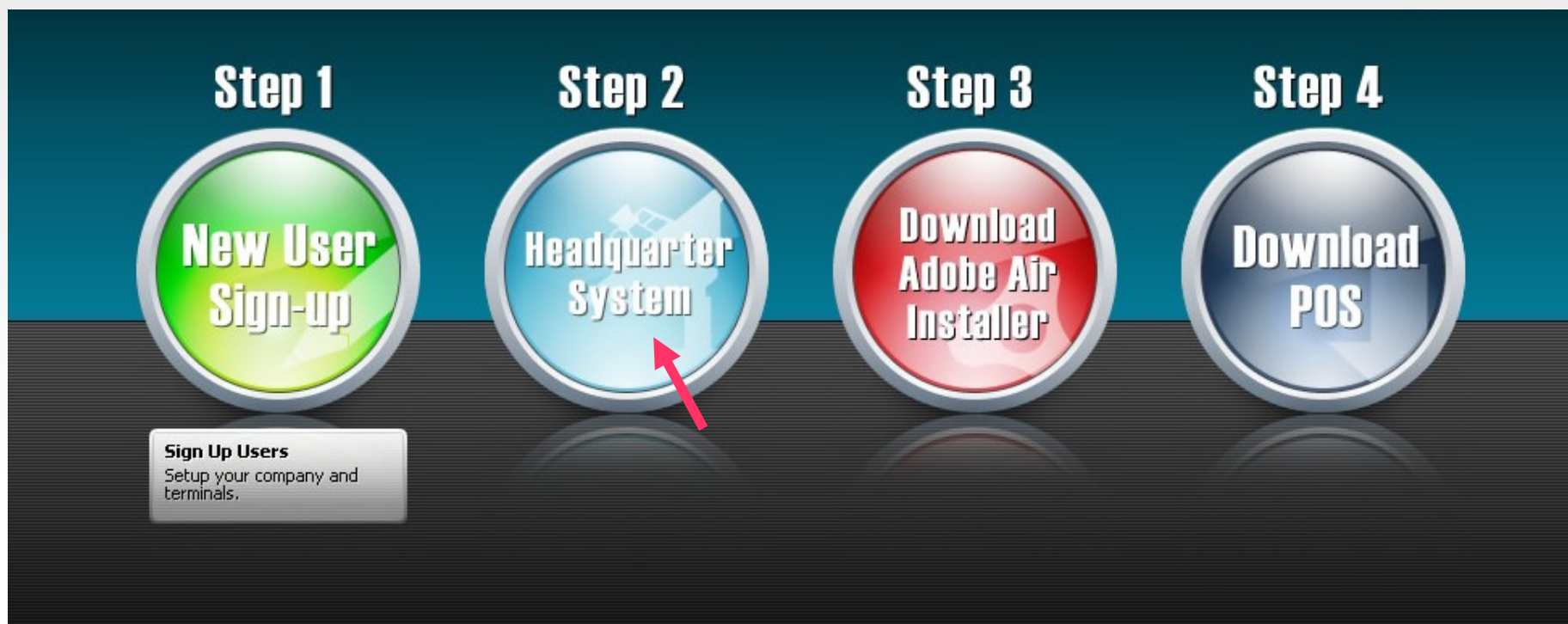


ADD EMPLOYEE ACCOUNT

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on Headquarter System.



To add an employee, click on Master Records > Account Master > New

Input **Account ID** (alphanumeric field inc. special characters) or tick the Auto Generate ID checkbox for a system-generated code

Enter **Account Name**/Employee Name

Tick the **Active** checkbox if the employee is still an active account

Choose a specific **Branch** that the employee is assigned in.

Input **Memo**. This field is optional.

Account Detail

CREATED: HLEE@ASH-EES.COM 02/08/2012

Account ID: * 2-C Auto Generate ID

Account Name: * Clerk Two

Active:

Assigned to Branch: * Boutique ▼

Memo:

Tick all the applicable checkboxes. Employee can also be a customer account (Corporate).
Tick **Allow account to logon** if you want the employee to access the cashier terminal.
Input other account details (all fields are optional).

Account Detail

This is a customer:

This is a supplier:

This is a cashier:

This is a sales clerk:

This is an employee:

Allow account to logon:

Email:

Billing Address:

Phone:

Mobile:

Fax:

Tin No: