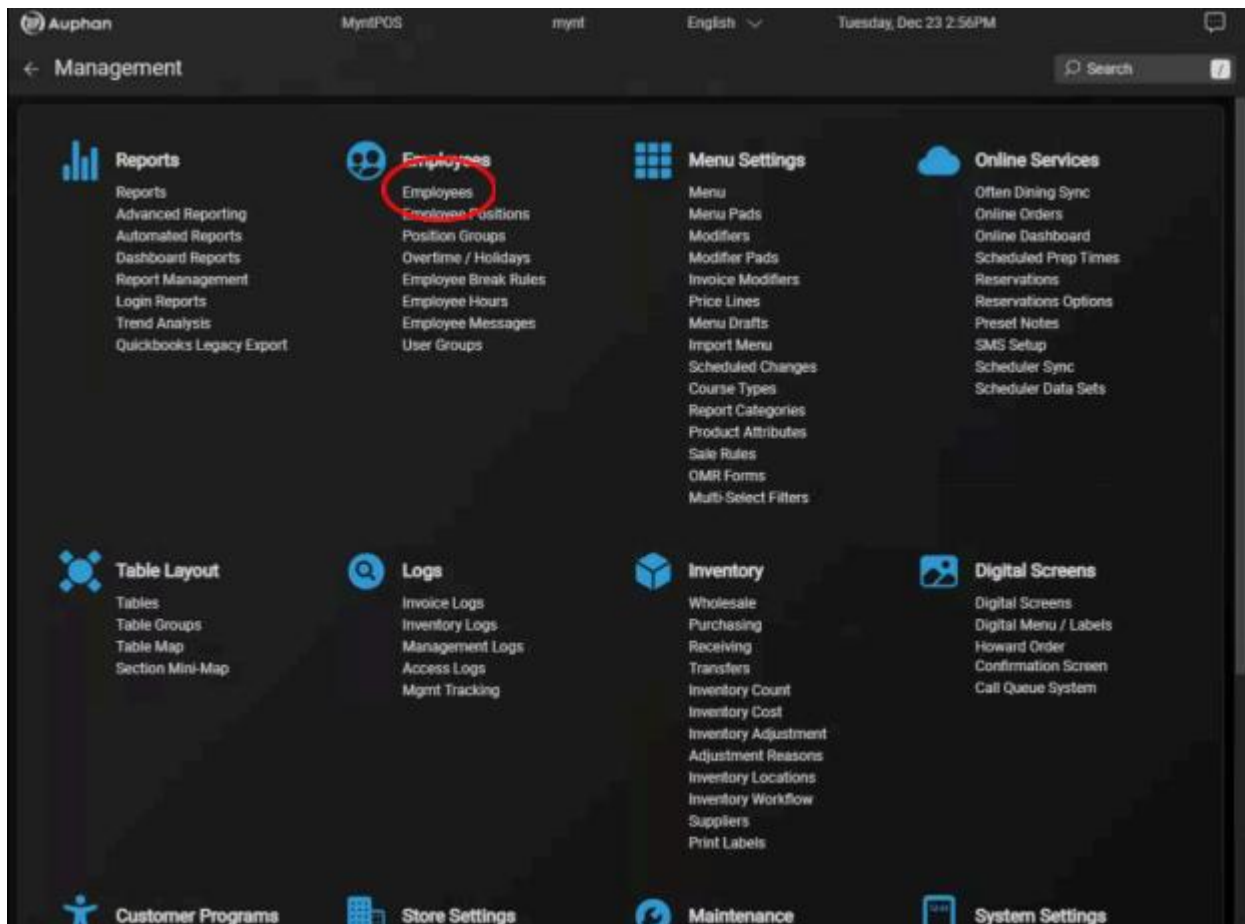




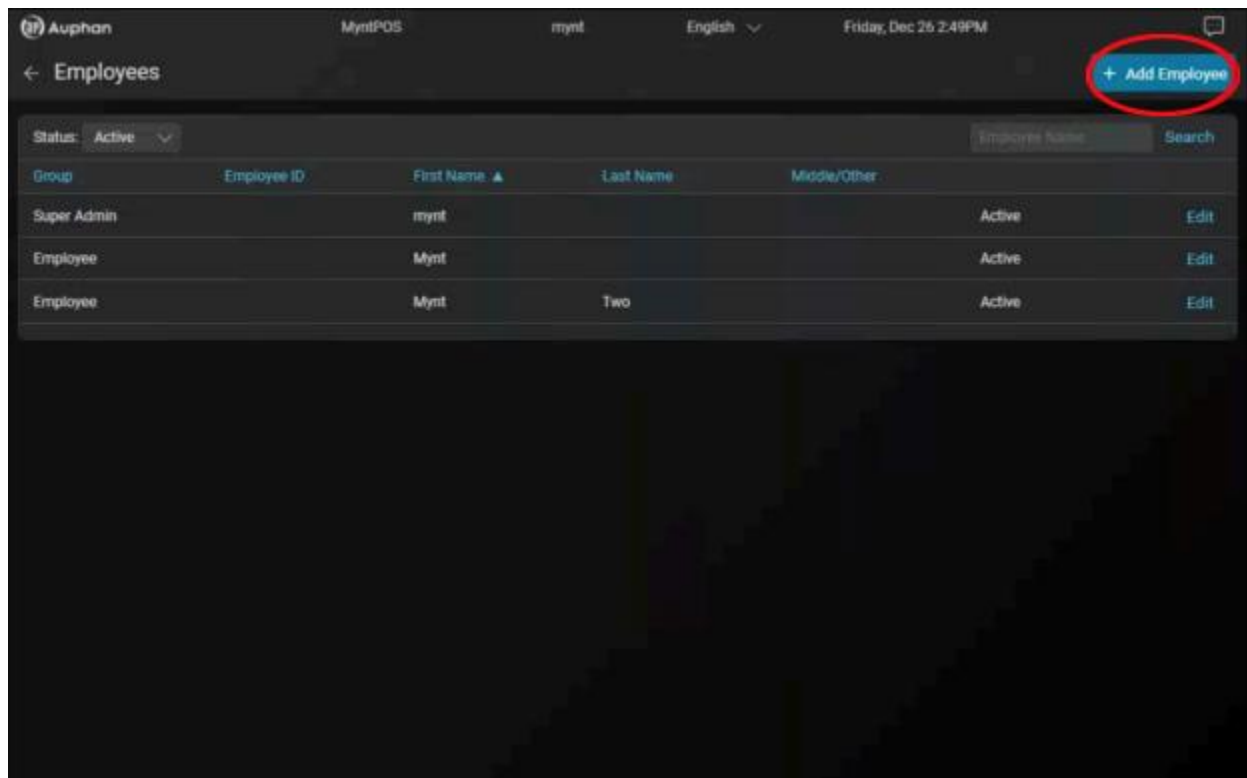
ADDING EMPLOYEES

MYNT CORE & ENTERPRISE

This Is a step-by-step guide on how to add employees in Mynt.



Navigate to “Employees” under “Employees” in Management.



This screen will display all the Employees in the system. Press “Add Employee” in the top right.



3P Auphan MyntPOS mynt English Friday, Dec 26 2:51PM

← Employee - Create

Employee Information *Required fields

First Name: Legal Name: Last Name: Middle/Other: Employee ID: ☐ Ignore Duplicates SSN/SIN: Country: Address: City: Province/State: Postal/Zip: Forwarding Address: City: Province/State: Postal/Zip: Tel Home: Tel Mobile: Birthdate: (Not Specified) 0 0 (e.g. May 01, 2001) Emergency Contact: Relationship: Emergency Contact Tel: Emergency Contact Address: City: Province/State: Postal/Zip: Commission: 0% Email: Test Email

You can fill out the information for the employee. The absolute minimum fields that require attention are the first name, User Group, and Password (generally 2-6 number code the employee will use to login).



Email: [Test Email](#)

API Token: [Auto Generate](#)

Notes:

User Group: **Employee** 

Delivery Driver: ☐ Training Mode Only: ☐ Commissionable: ☐

Disable Time Clock: ☐ Eligibility - Weeks Worked: ☐

Cash Drawer: **Auto** 

Station Password		Secure Login	
In-store login ☒		Remote login ☐	
Password: 		Username:	
Card Password:		Password:	
Override Password:			
☐ Reveal Password		Password Requirements - X Password must be at least 8 characters long - X Password must contain at least one number - X Password must contain at least one uppercase letter - X Password must contain at least one lowercase letter	



← Employee - ✓ Create

Commission: 0%

Email: Test Email

API Token: Auto Generate

Notes:

User Group: Employee ▼

Delivery Driver: ☐ Training Mode Only: ☐ Commissionable: ☐

Disable Time Clock: ☐ Eligibility - Weeks Worked:

Cash Drawer: Auto ▼

Station Password

In-store login ☒

Password:

Card Password:

Override Password:

☐ Reveal Password

Secure Login

Remote login ☐

Username:

Password:

Password Requirements

- X Password must be at least 8 characters long
- X Password must contain at least one number
- X Password must contain at least one uppercase letter
- X Password must contain at least one lowercase letter

0
Last Modified By: Auphan Software
Modified From: (0.0.0.0)

The Employee has been created, they are now able to log into the system.

← Employees + Add Employee

Status: Active ▼ Employee Name Search

Group	Employee ID	First Name ▲	Last Name	Middle/Other	
Super Admin		mynt			Active Edit
Employee		Mynt			Active Edit
Employee		Mynt	Two		Active Edit
Employee		Test			Active Edit



IMPORTANT NOTE: Editing existing Employees will pull up this same screen, and any information can be edited for them.

Congratulations!

You can now successfully add and edit employees!