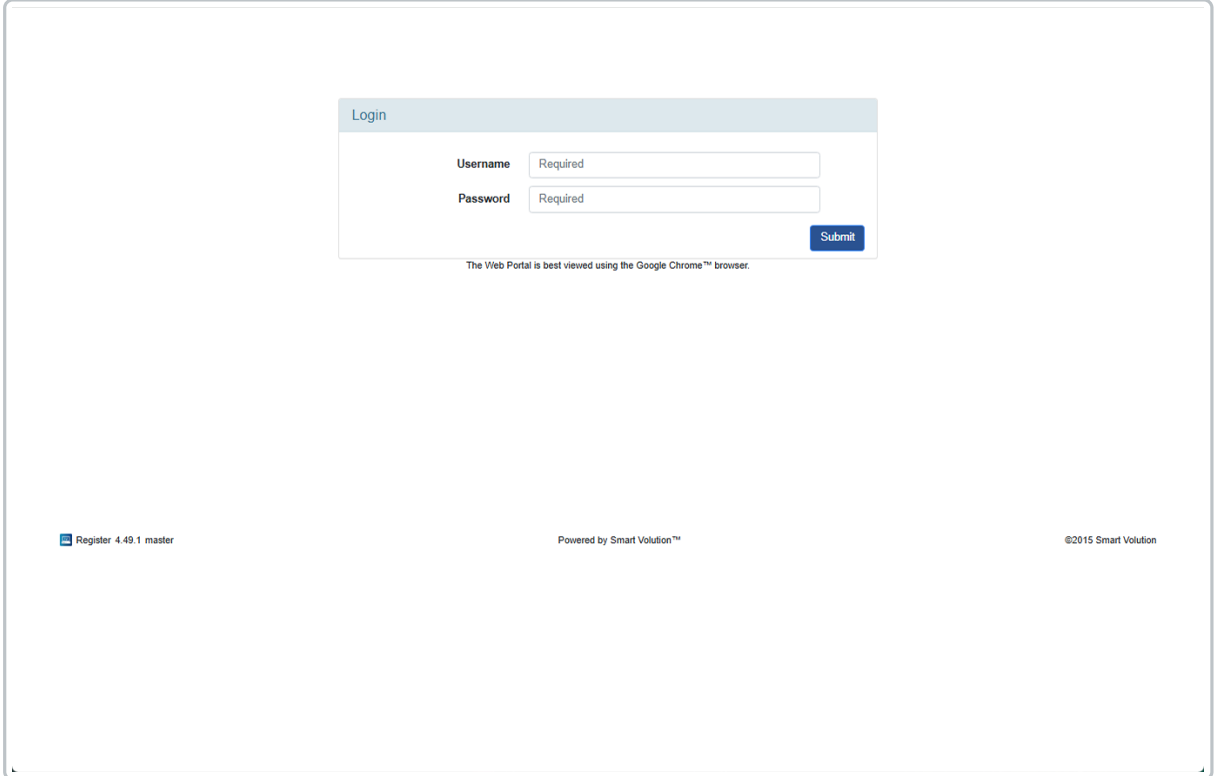


How to manage Staff Members in the Web Portal

Last Modified on 07/07/2025 2:30 pm BST

Want to manage staff from your computer? It's easy to do in the Web Portal! Here's how:

1. Log in to the **Web Portal** using the login details from your **Solution Provider**.

A screenshot of the Web Portal login interface. At the top, there is a light blue header with the word "Login". Below this, there are two input fields: "Username" and "Password", both labeled "Required". To the right of the "Password" field is a blue "Submit" button. Below the input fields, a small note states "The Web Portal is best viewed using the Google Chrome™ browser." At the bottom of the page, there are three footer elements: a small icon followed by "Register 4.49.1 master", "Powered by Smart Volution™", and "©2015 Smart Volution".


Login

Username Required

Password Required

Submit

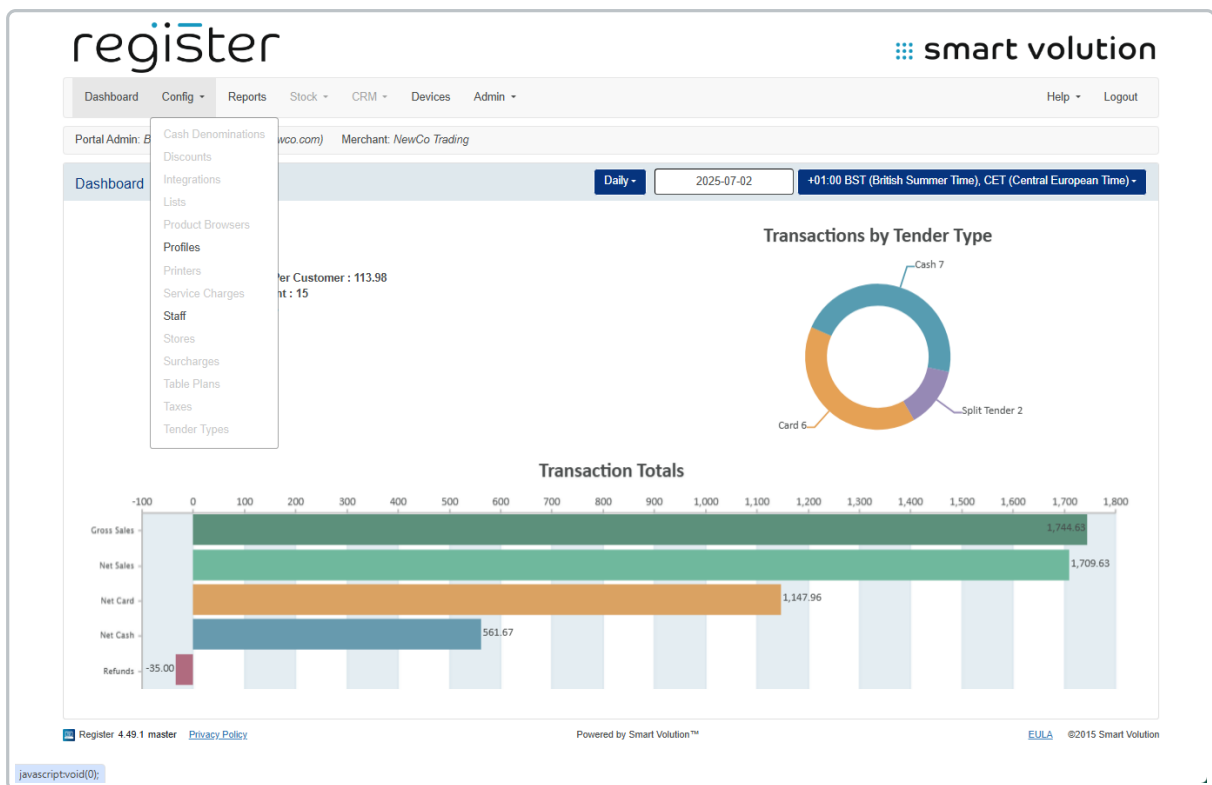
The Web Portal is best viewed using the Google Chrome™ browser.

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2. Once you're in, click **Config** in the top menu.



3. Then click **Staff** in the dropdown.

The screenshot shows the Register Smart Solution Staff management page. The top navigation bar is the same as the dashboard. The main content area displays a table of staff members with columns for First Name, Last Name, Staff Code, and Role. A 'New Staff Member' button is visible in the top right corner.

First Name	Last Name	Staff Code	Role
Alice	Jones	0000	POS Supervisor
Bob	Smith	4564	POS User
Clerk	User	0002	POS User
Supervisor	User	0001	POS Supervisor

The page also includes a sidebar menu with options like Cash Denominations, Discounts, Integrations, Lists, Product Browsers, Profiles, Printers, Service Charges, Staff, Stores, Surcharges, Table Plans, Taxes, and Tender Types. The footer shows the Register version (4.49.1 master) and Smart Solution branding.

? You'll now see a table with all your staff members. From here, you can:

- **Add a new staff member:**
Click **New Staff Member**, fill in the details, then click **SAVE**.

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Dashboard Config Reports Stock CRM Devices Admin Help Logout

Portal Admin: Business Owner (boss@newco.com) Merchant: NewCo Trading

Staff Member Help

First Name Required

Last Name Required

Staff Code

Role POS User

Cancel Save Save & Add Another

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- **Edit an existing staff member:**

Click the **pen icon** next to their name, make your changes (name, code, or role), and click **SAVE**.

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Dashboard Config Reports Stock CRM Devices Admin Help Logout

Portal Admin: Business Owner (boss@newco.com) Merchant: NewCo Trading

Staff Member Help

First Name Alice

Last Name Jones

Staff Code 0000

Role POS Supervisor

Cancel Save

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- **Delete a staff member:**

Click the **trash can icon** next to the staff member you want to remove. A message will pop up—click **Yes** to confirm.

register

Dashboard

Config

Reports

Stock

CRM

Portal Admin: Business Owner (boss@newco.com) Merch

Staff

	First Name				
	Alice				
	Bob	Smith	4564		
	Clerk	User	0002		
	Supervisor	User	0001		

Showing 1 to 4 of 4 entries

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Help Logout

New Staff Member

Role
POS Supervisor
POS User
POS User
POS Supervisor

Are you sure that you want to delete the Staff Member 'Bob Smith' (Staff Code 4564)? Deletion is permanent, and cannot be undone! The Staff Member will still be visible in Reports if previously used.

Note : All appointments allocated to this Staff Member will still be accessible, but an alternate Staff Member will be required when next editing the appointments.

No Yes

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Please Note:

↻ All changes made here will sync to your devices the next time you tap **Update Data** on the login screen.