⍰ How to change who has access to Staff Management on the device

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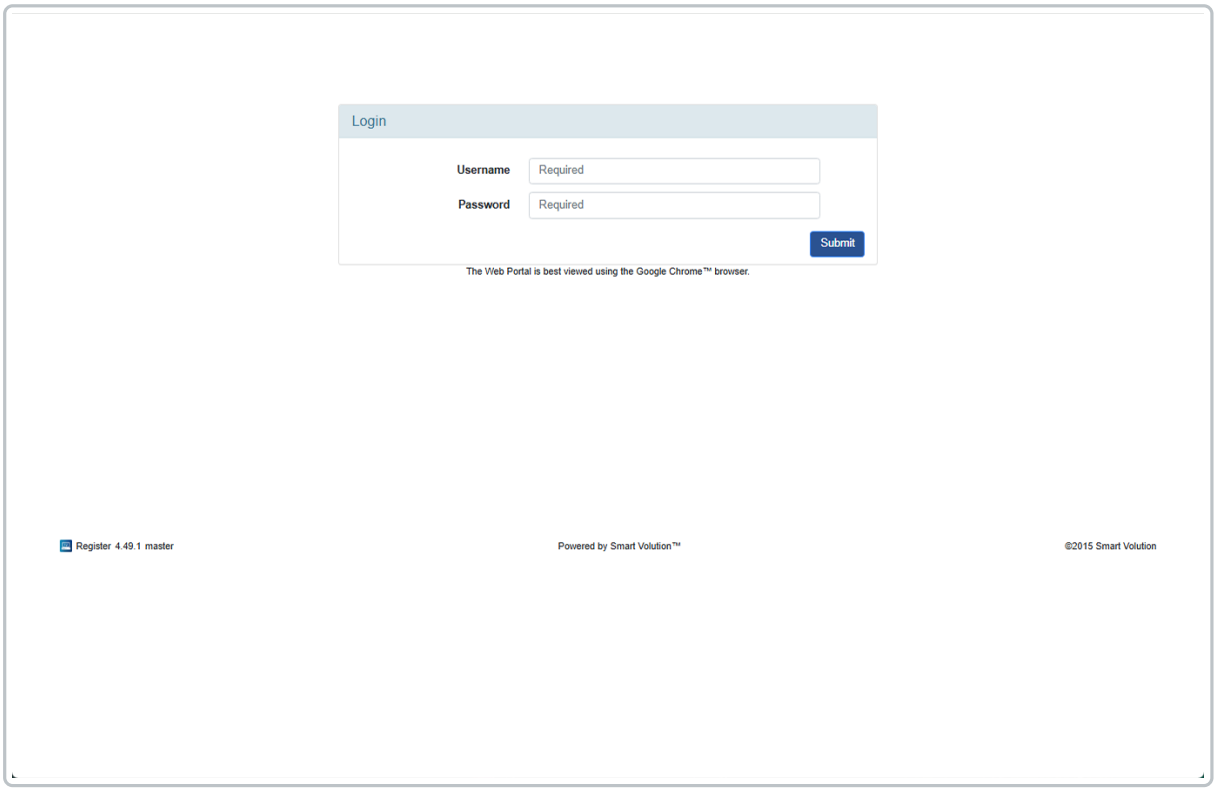
By default, **only Supervisor-level users** have access to the **Staff Management** section via the Menu.

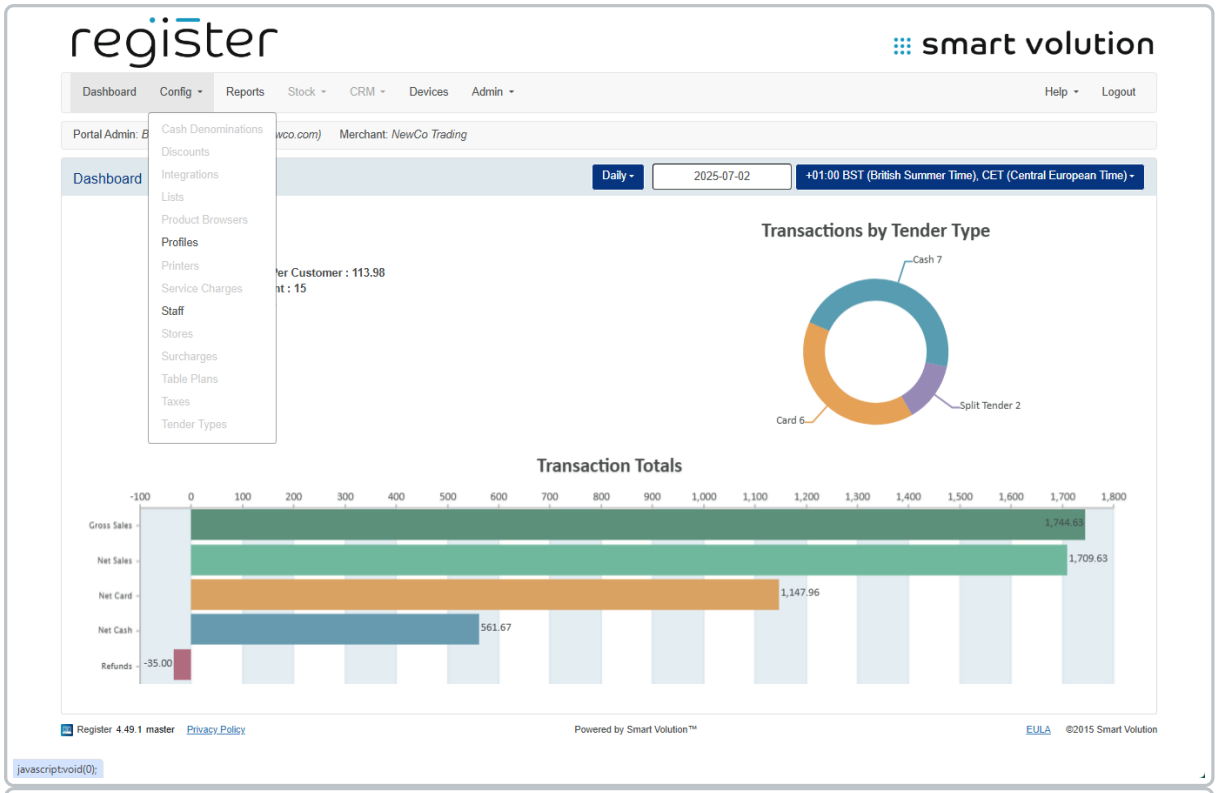
To adjust this permission, follow the steps below:

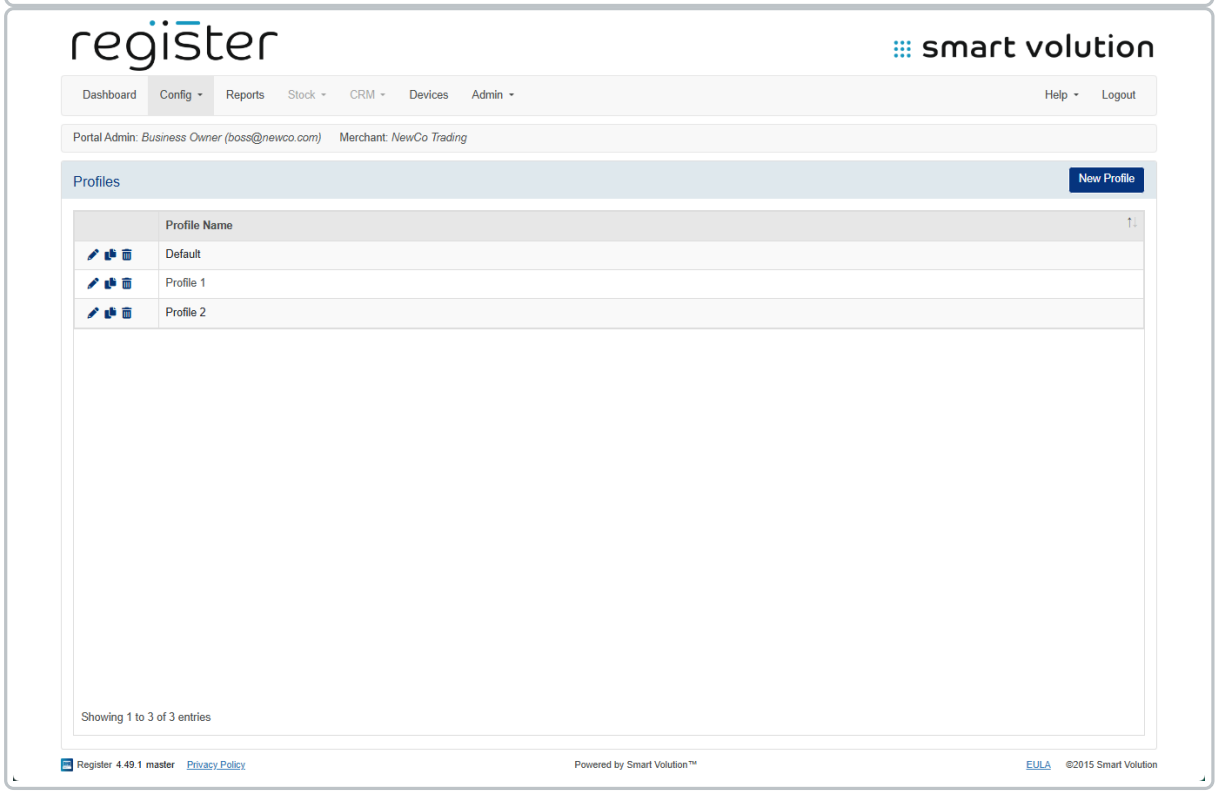
⍰ Change Staff Management Access via the Web Portal:

1. **Log in** to the Web Portal using the credentials provided by your Solution Provider.

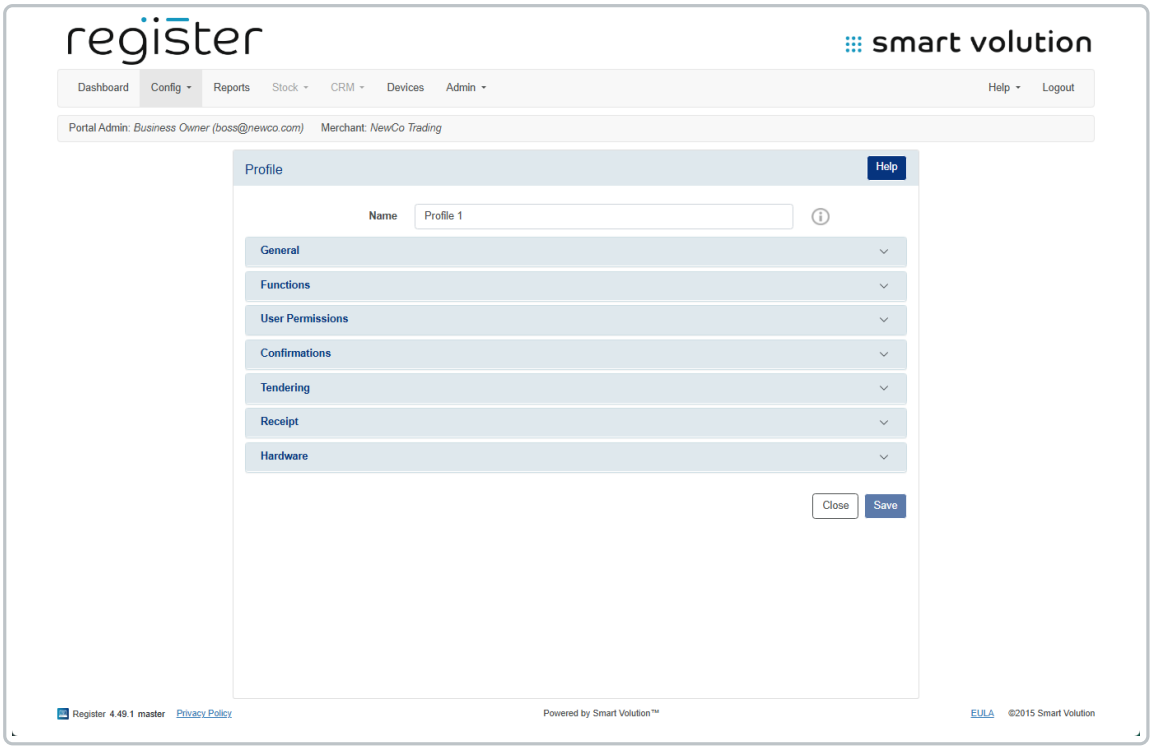


2. In the top menu, click **Config**, then select **Profiles** from the submenu.

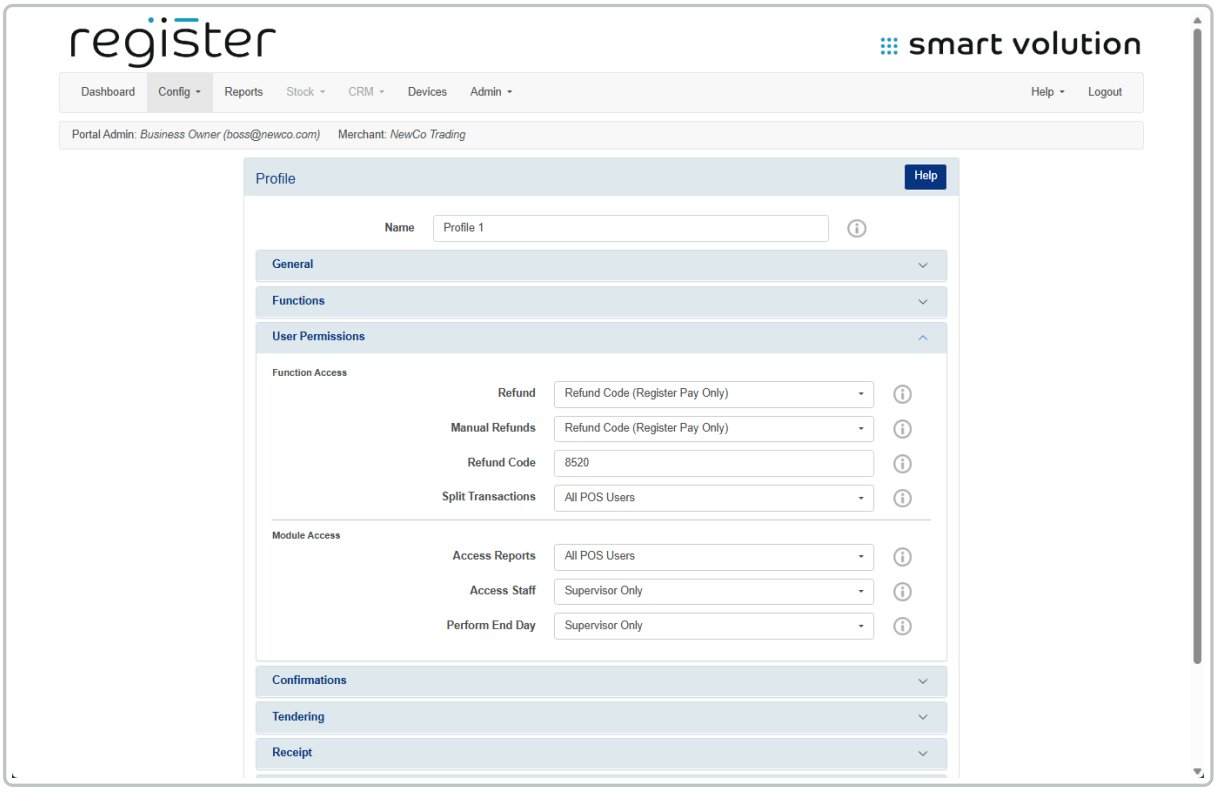




3. Locate the Profile assigned to your device and click the **Edit (✎)** icon.
    - You can verify the Profile assigned to each device under the **Devices** tab.

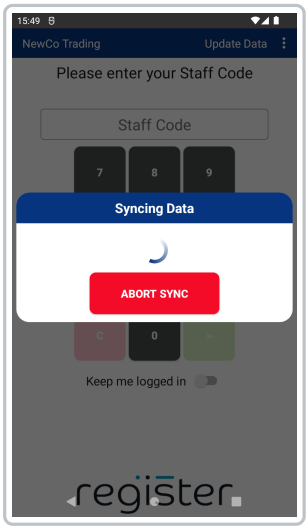


4. Expand the **User Permissions** section.



5. Locate the **Access Staff** setting and choose one of the following options from the dropdown menu:
    - **All POS Users** – Any staff member can access Staff Management.
    - **Disabled** – Hides and disables the Staff Management section entirely.
    - **Supervisor Only** – Restricts access to Supervisors only (**default setting**).

6. Click **Save** at the bottom of the page.

⍰ Apply Changes to the Device:

7. On your device's **login screen**, tap the **Update Data** button (top-right corner) to download and apply the updated configuration settings.