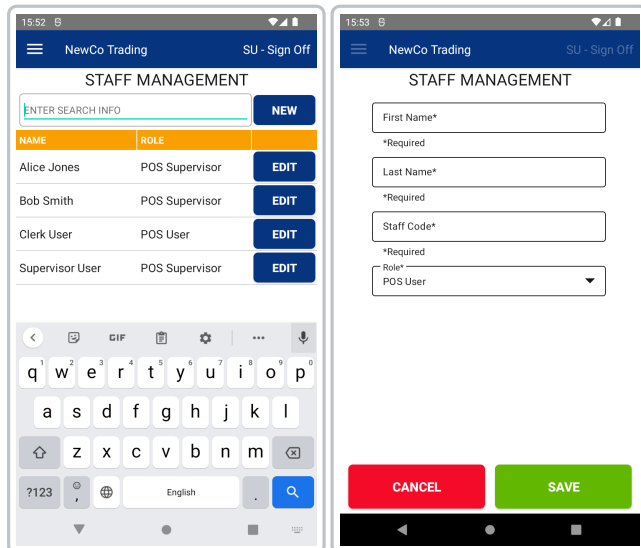# ⬚ Staff Management

Last Modified on 10/07/2025 9:22 am BST

The **Staff** screen allows you to manage team members who can access and operate the system.

From this screen, you can:

- ⬚ **Search staff** – Quickly locate a staff member by typing their name into the search bar.

- ⬚ **Add a new staff member** – Click the **New Staff** button to create a new user profile.

- ✎ **Edit staff member details** – Click the **edit icon (✎)** next to a staff member to:

    - Update their **role** (e.g. Standard User, Supervisor)

    - Change or reset their **staff code** for secure login access

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⬚ Learn more:
- ⬚ How to manage staff