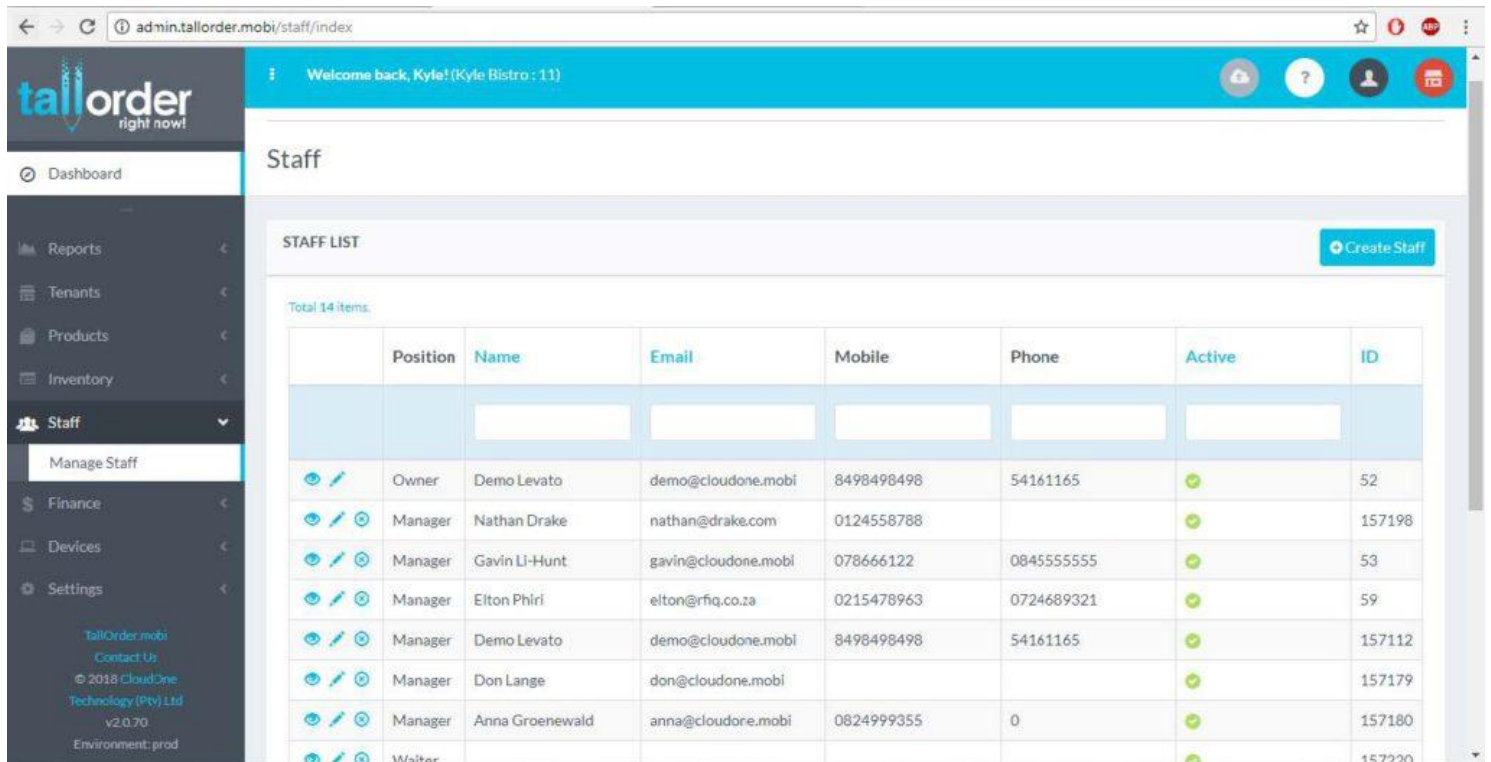# TALLORDER SOLUTIONS
ADDING A STAFF MEMEBER

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You can add & edit staff members with ease – you can set up staff members as normal staff with limited permissions and you can set up managers with a Manager PIN for voids, discounts & authorization.

- Click on 'Staff' on the left hand side of the TallOrder admin Dashboard and it will display a dropdown list of functions related to 'Staff' Select 'Staff'. Select 'Manage Staff':
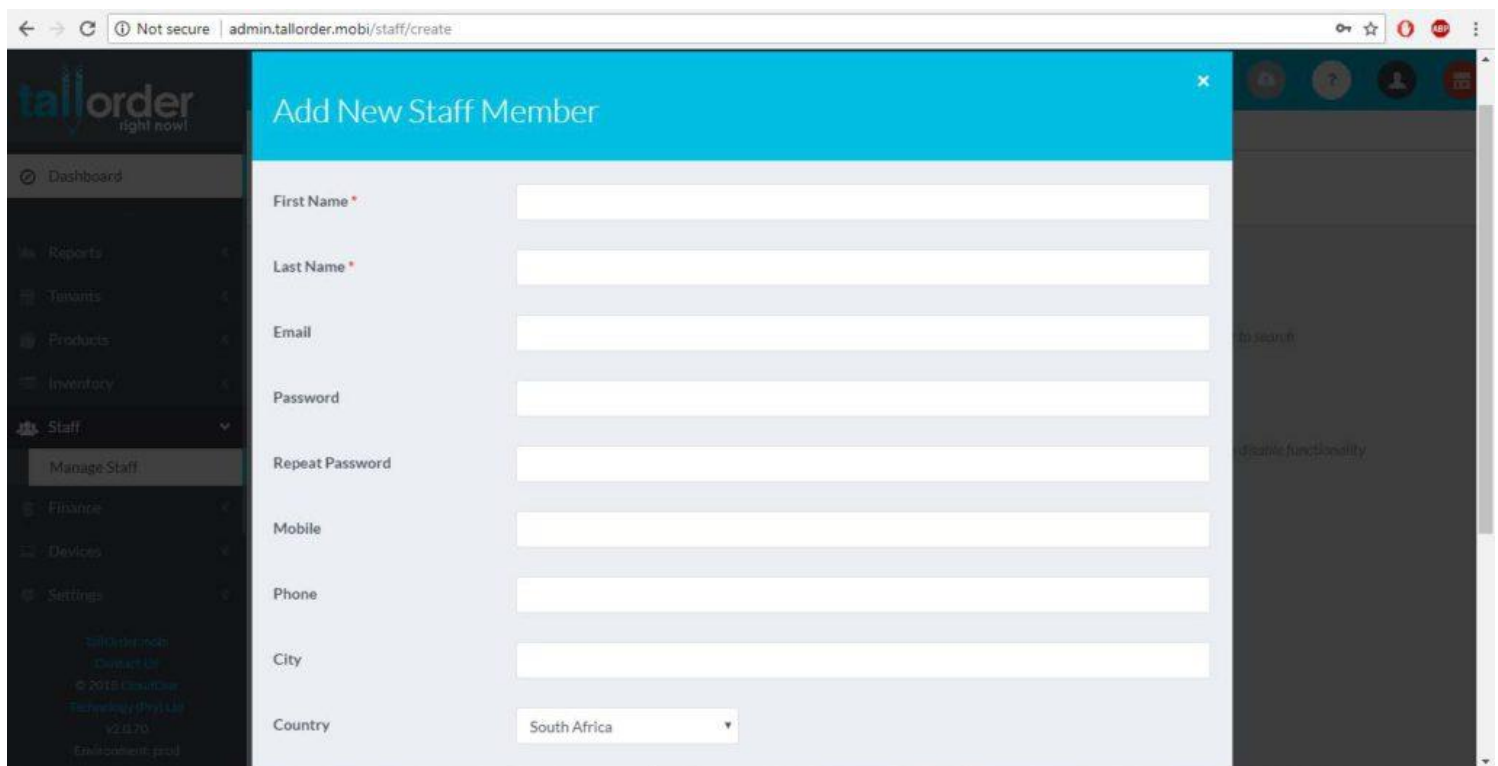

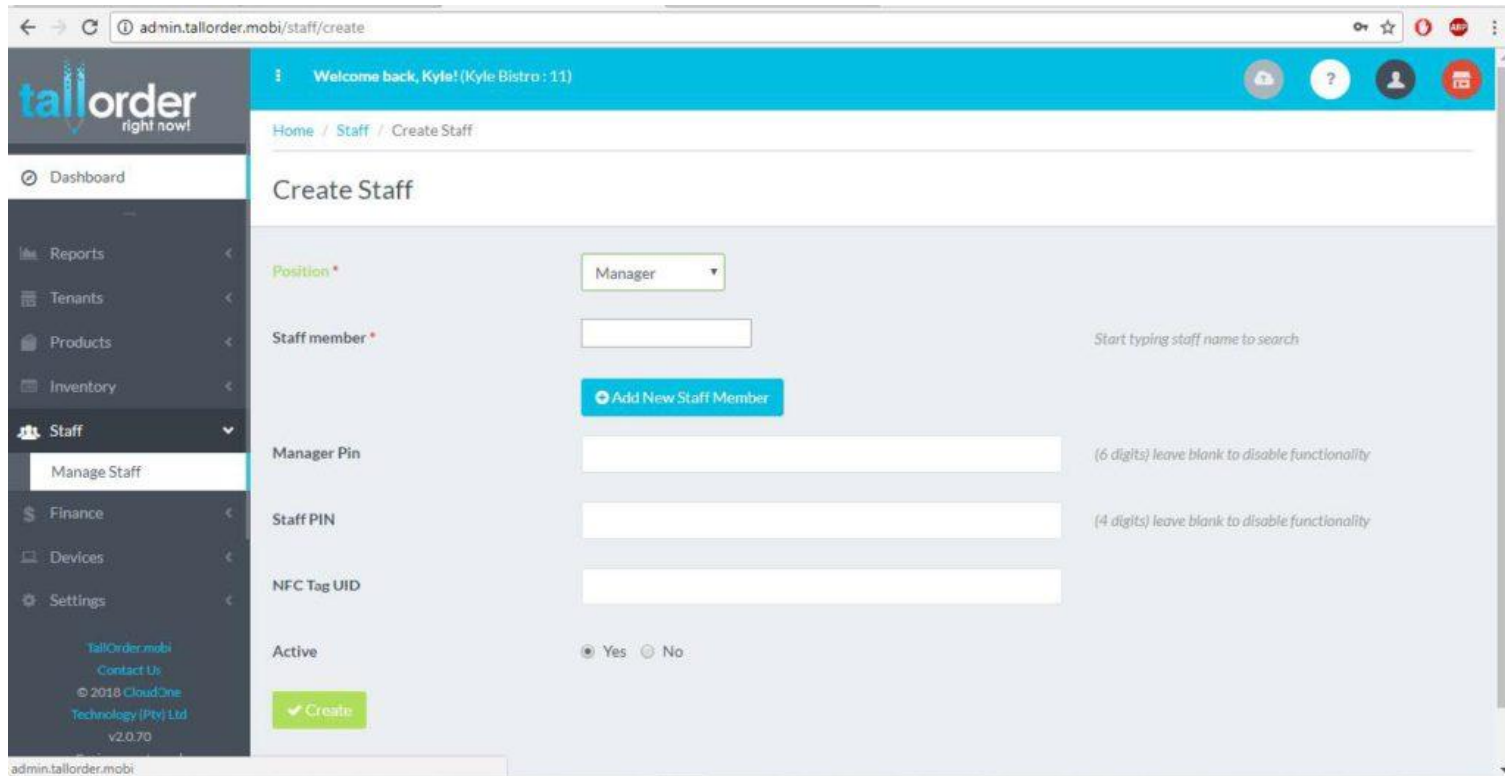- Click on 'Create Staff' and then 'Add New Staff Member' and complete the respective fields provided to create a profile for the user:

- Once complete you can assign a Staff Pin (4 Digits) for normal users –
  When selecting Manager, assign a Staff Pin & Manager Pin (6 Digits):

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