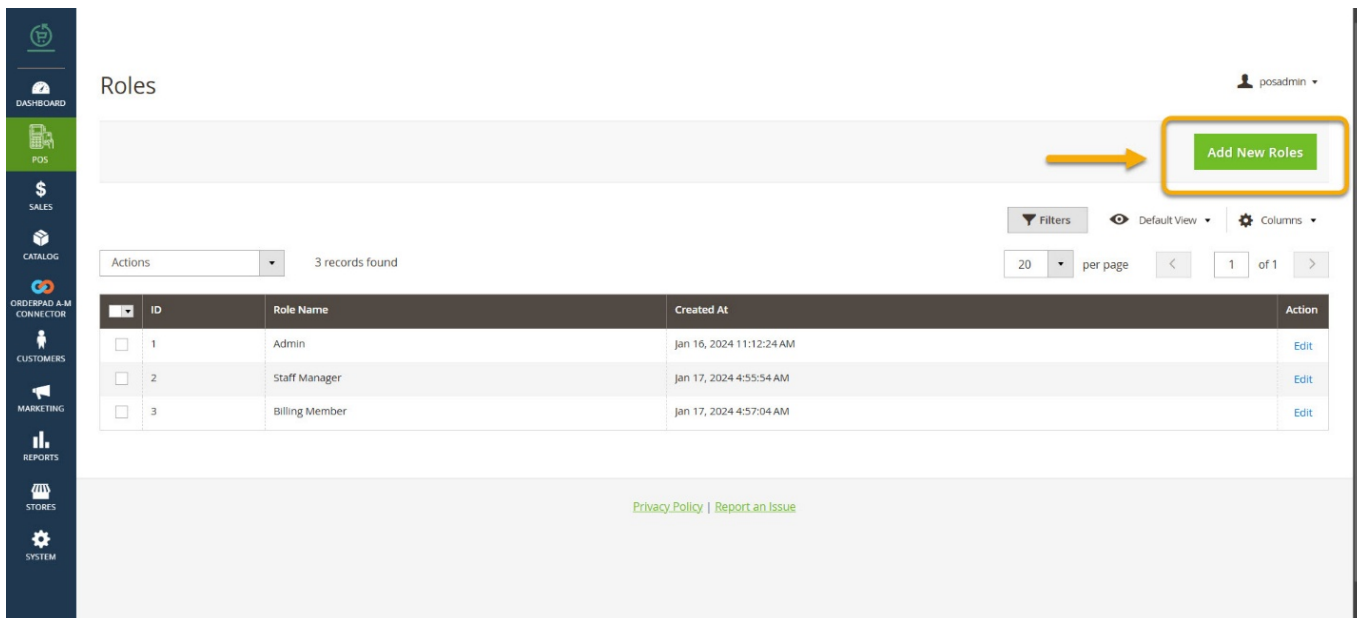


# Adding New Roles

From this Roles page, you can create new roles by clicking on the **Add New Role** button for the staff. Upon clicking on the button, you will be redirected to the following screen.



Roles

posadmin

**Add New Roles**

Filters Default View Columns

Actions 3 records found 20 per page 1 of 1

ID	Role Name	Created At	Action
1	Admin	Jan 16, 2024 11:12:24 AM	Edit
2	Staff Manager	Jan 17, 2024 4:55:54 AM	Edit
3	Billing Member	Jan 17, 2024 4:57:04 AM	Edit

[Privacy Policy](#) | [Report an Issue](#)

## Creating a new role

- **Role Name:** You need to enter the Role Name in the first row. It could be Staff Manager or any other role except the Admin.
- **Resources:** Within the **[Resources]** section, you will find primary categories like Staff Management, Customer Management, Sales, Check Out, and Settings. Each category contains subcategories. While the admin sets permissions for the staff, they must review the categories and their corresponding subcategories.

DASHBOARD

POS

SALES

CATALOG

ORDERPAD A-M CONNECTOR

CUSTOMERS

MARKETING

REPORTS

STORES

SYSTEM

New Role

posadmin

← Back

Delete

Save

Role Information

Role Name \*

Resources \*

All

Staff Management

View

Manage

Customer Management

View

Manage

Sales

View Orders

View Orders of subordinate users

View Orders across all Locations

Checkout

Allow Saved Carts

Ship to Customer

Place Order

Add Custom Sales

Check the box against categories and sub-categories that needs to be enabled

Creating New Roles and giving permissions