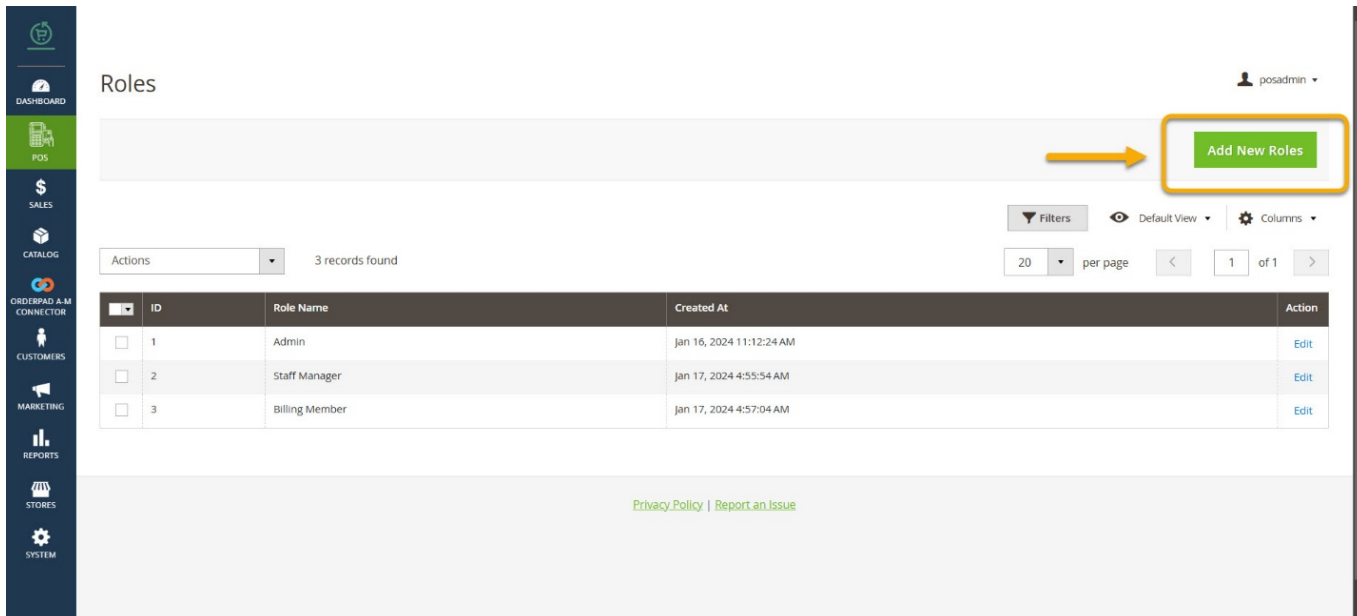


# Adding New Roles

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