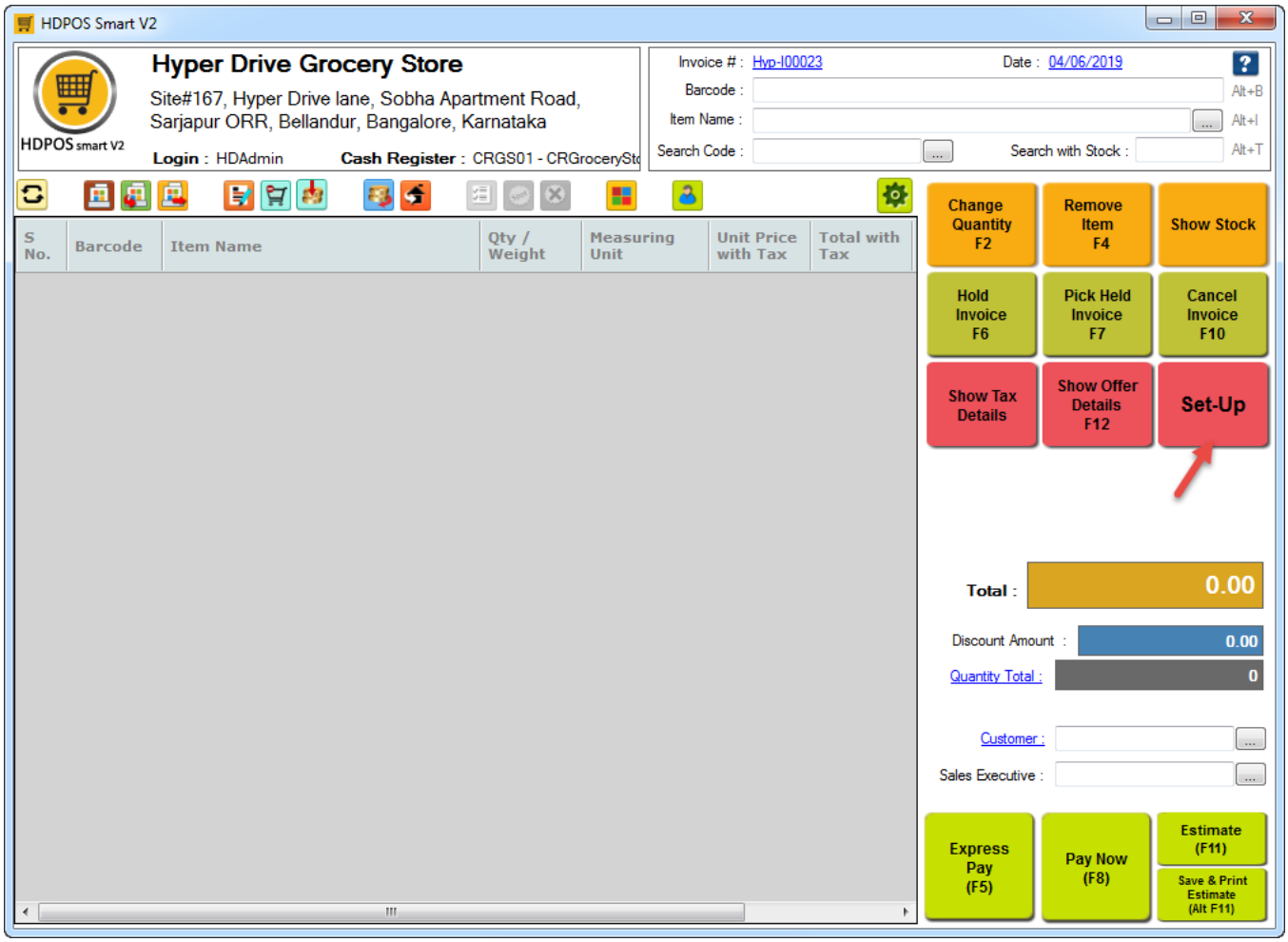
How do I create Employee User Name and Password?

Follow the steps below to create employee User Name and Password.

1. Run **HDPOS smart**.

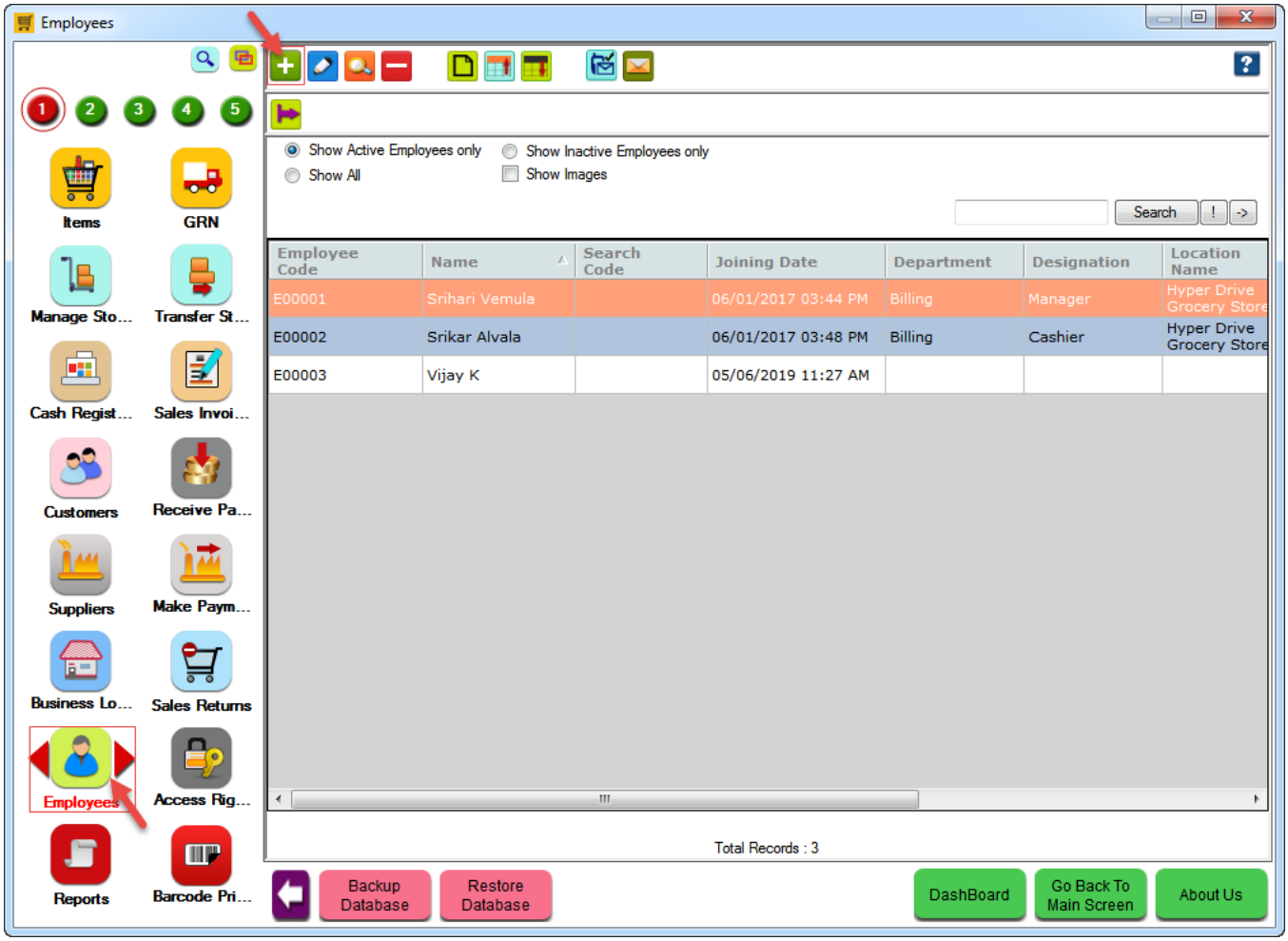
2. From main screen, select **Set-Up**.



3. From 1st page of Set-Up, select **Employee**.



4. In **Manage Employee** screen, click on **Add Employee** button to create a new employee or **Edit** for an existing employee.

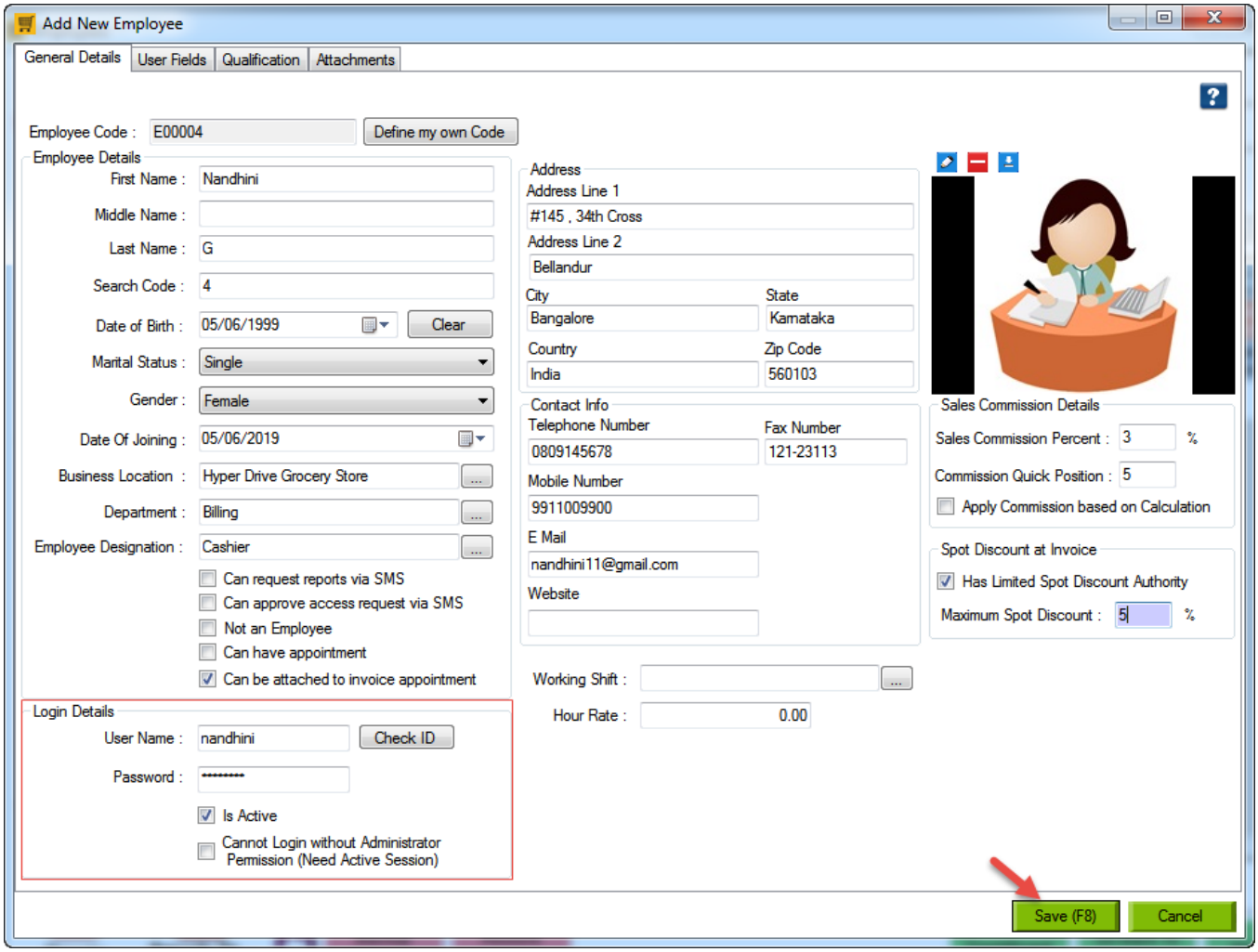


5. In **Add New Employee** screen, enter all required details for employee.

a. Under **Login Details** section, enter **User Name** and **Password** for employee.

b. Click on **Check ID** to confirm if the selected user name is available or not.

c. Click on **Save** or **Update**.



6. The employee will get created.

7. You can login into HDPOS with this Employee's **User Name** and **Password** also.

