

# QUICK REFERENCE GUIDE

## QUICK REFERENCE GUIDE

### Adding Employees

Time:  
5 (+) Minutes

Tools:  
No Tools Required

Difficulty:  
Easy

## QUICK REFERENCE GUIDE

### Adding Employees

Time:  
5 (+) Minutes

Tools:  
No Tools Required

Difficulty:  
Easy

## SMART 360 POS™

### Adding Employees

This features provides the business the option to control or limit access of each employee to different features of Smart 360 POS™.

Each employee, for example, may be assigned a separate 4 digit access code for them to enter the Smart 360 POS™ program.

Alternatively, for security and confidentiality reasons, an employee may have limited or no access to Smart 360 POS™ Back office.

1. Open your web browser. Go to <http://backoffice.smart360pos.com>.
2. Enter the email and password provided, followed by clicking the **Login** button.

Email :

Password :

English ▼

☐ Remember UserName

[Forgot Password](#) [Click Here to Register](#)

Information in this document is subject to change without notice. As our products are subject to continuous improvement, Royal Sovereign International , Inc. and our subsidiaries reserve the right to modify product design, specifications and prices, without notice and without incurring any obligation.  
E&OE © 2015 ROYAL SOVEREIGN. All rights reserved.

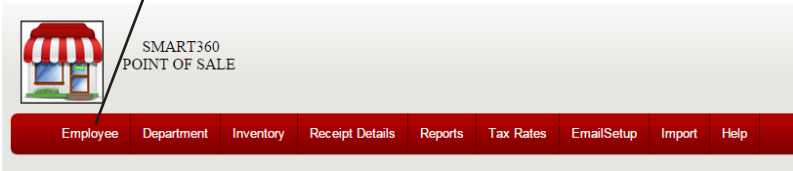


Please Do Not Return This Product To the Store Need Help? Have Questions?  
Please call us Monday – Friday from 8:30am to 5:30 (EST) at  
1-866-961-6673

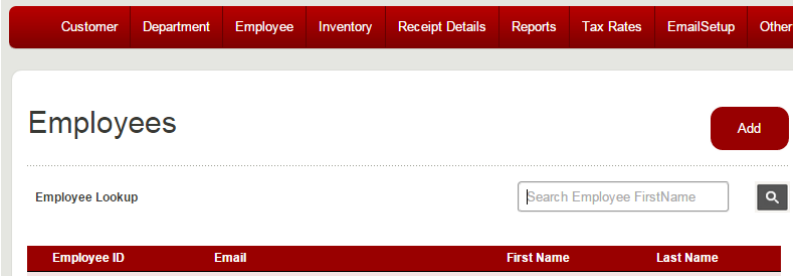
For additional product information, please visit our website:  
[www.royalsovereign.ca](http://www.royalsovereign.ca)

### Step 1

3. Select **Employee** from the main screen option.



4. Click the **Add** button.



5. Enter employee information. Click on the **Access to POS** and /or **Access to Back Office** buttons to give the employee access to the use of these features, followed by press the **Save** button.

### Employee Information

Employee ID

First Name

Middle Name

Last Name

Email

Birthday  mm/dd/yyyy

### Access to POS

☒ Access to POS

Email

Password

Confirm Password

**Note:** ACCESS ID - Any 4 digit code which allows for access to Point of Sale.

**Congratulations!.**

**You have successfully added a new employee (s) .**

**For more information, please refer to other Quick Reference Guides or for other details refer to: [www.royalsovereign.ca](http://www.royalsovereign.ca)**