

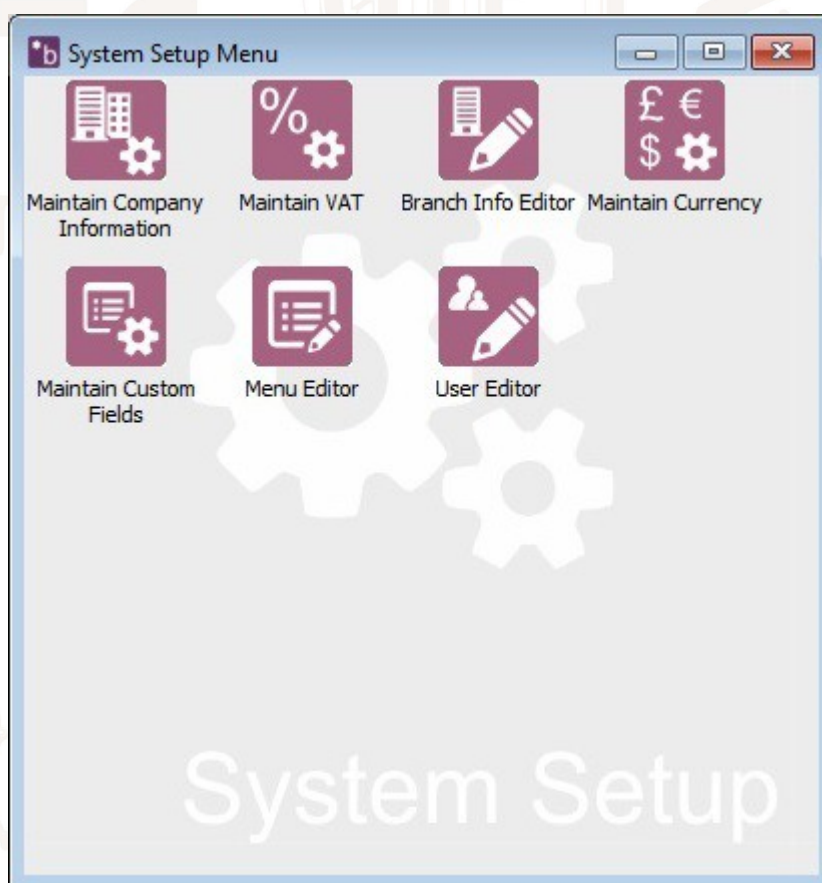


Creating New Users on Merlin

1. On the left hand side of the screen, double click on 'System Setup'.



2. Double click on 'User Editor'.



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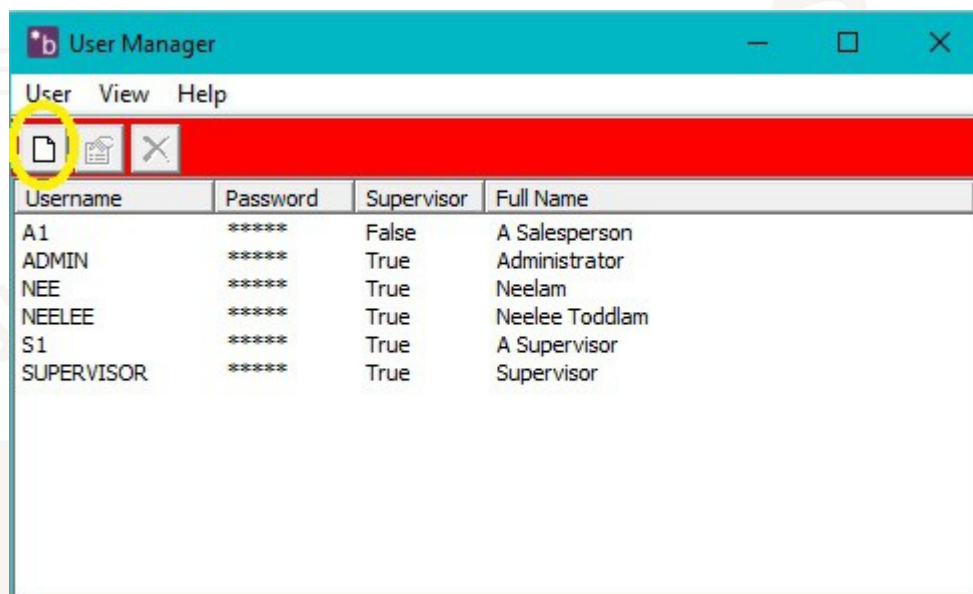
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3. Click on the 'New User' icon.



4. A 'User Information' window will open. Enter in the details.

Username

Short Code

Password

User's Full Name:

Options

- ☐ BackOffice
- ☐ Administrator
- ☐ EPOS Access

OK **Cancel**

The 'Username' will be used for Back Office.
The 'Short Code' is 3 Letters used to log on the EPOS.
The 'Password' will be used for both Back Office and EPOS.
The 'Name' is the full name of the User.



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6. The '**Options**' box is the access you grant this User. Tick the boxes you require. Next to the '**EPOS access**' there is a box where you can enter the level of access, i.e. 1 – 3 (with 3 being the highest level).

7. Click '**OK**'.

8. The new user should now appear in the '**User Manager**'.

This will take effect when Net polls but if you want it to take immediate effect you can manually run Net. This will be in the document '**Running Net**'.



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