



Version 1

# Admin Area – Loading A Pin For Employees

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## How to Load a Pin for Employees

When wanting employees to enter a pin when accessing the Web Terminal

1. Roll your mouse over “Clients”



2. Roll your mouse over “Locations”
3. Click “Employees”
4. Click “New Employee”

### Employees

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Location:

[New Employee](#)

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5. Enter the employee's details as below:

### Employees

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First Name:

Last Name:

Pin:

Role Template:

Status:

[Save](#)

[Close](#)

- a. First Name
- b. Last Name

- c. Pin Code (of your choice)
- d. Leave the "Role Template" as "Administrator"
  
- e. Ensure that the "Status" is "Enabled"

6. Click "Save" to complete the process, your new user will appear as below:

Employees

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Location:

[New Employee](#)

ID	FIRST NAME	LAST NAME	STATUS		
197	Wayne	Cartwright	Enabled	<a href="#">View/Edit</a>	<a href="#">Delete</a>

## Support

If you have any questions, please contact The Loyalty Box.

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