# Personnel Management

Access RHQ

Web Access to the RHQ Login Page is RHQ.NCCUSA.com

Logging into RHQ

To edit personnel you must login as an Administrative user. If this is your first time logging onto RHQ, use the administrative login code that was provided in the RHQ setup e-mail.

Getting to Personnel Management

Once you have logged in, you will be taken to a Home screen, as shown below. Choose [Tools] from the menu, then [System Setup], and [Personnel].
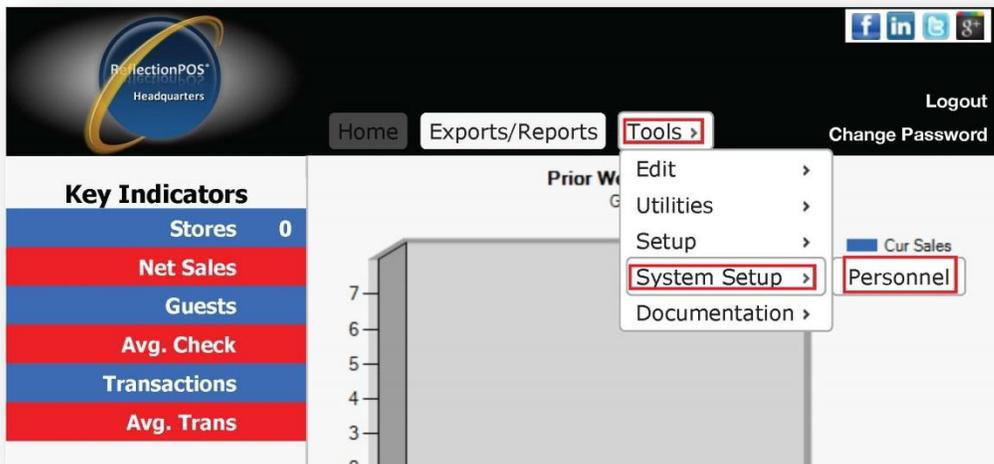
Here you have the ability to add a new user, as well as edit or delete existing personnel.
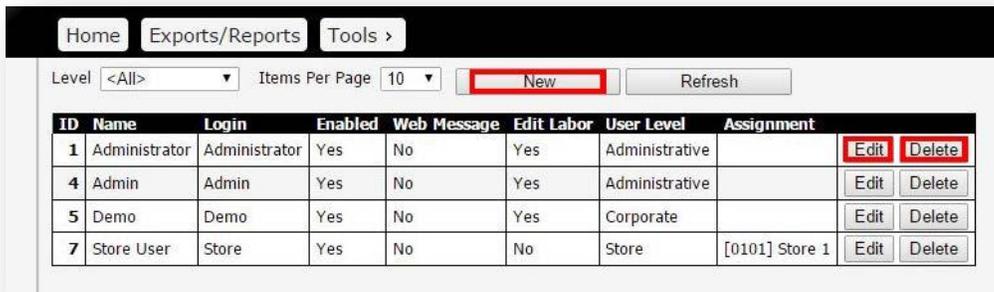
This is the form for adding or editing personnel. When you are finished with your changes, click [Add]/[Save] to save changes. Click [Cancel] to discard changes.

Field	Description	Entry Type
Name	Used to identify the user	30 character alpha/numeric
Login	The user's login code	30 character alpha/numeric
Mgt. Level	Chose one of the following from the dropdown box: • Administrative – Can access all stores as well as modify users, groups, and company dashboard • Corporate - Can access all stores • Group - Can access all stores in group to which user is assigned • Store – Can access the single store to which user is assigned	List
Enabled	Is this user active	Toggle Y/N
Edit Labor	Can this user edit labor	Toggle Y/N
Web Message	Enter a message you want to show on the homepage for only this user	500 character alpha/numeric