

# Personnel Management

## Access RHQ

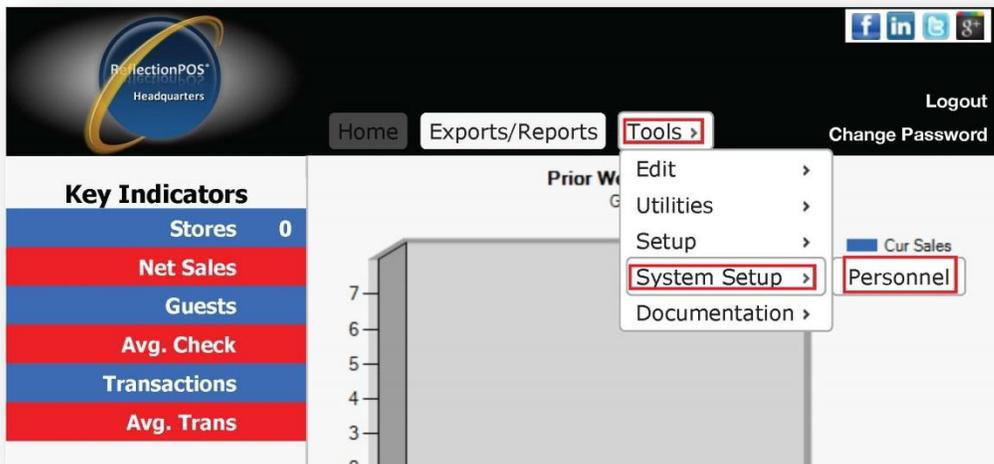
Web Access to the RHQ Login Page is RHQ.NCCUSA.com

## Logging into RHQ

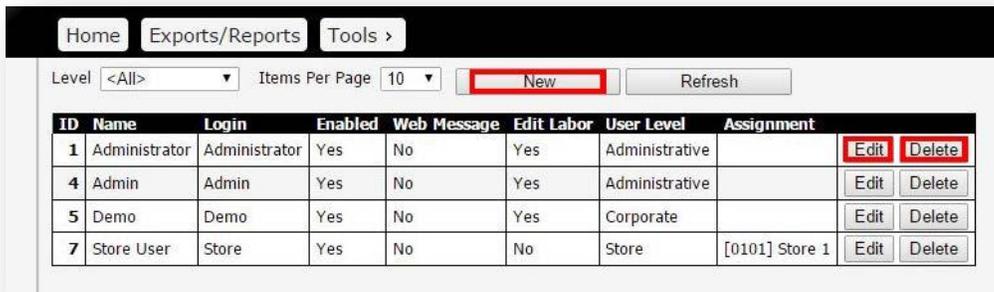
To edit personnel you must login as an Administrative user. If this is your first time logging onto RHQ, use the administrative login code that was provided in the RHQ setup e-mail.

## 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.

The screenshot shows a web application interface for ReflectionPOS Headquarters. At the top, there are navigation buttons for 'Home', 'Exports/Reports', and 'Tools >'. The main form area contains the following fields and controls:

- ID:** 7
- Name:** Store User
- Login:** Store
- User Level:** Store (dropdown)
- Assignment:** [0101] Store 1 (dropdown)
- Enabled:** Yes (dropdown)
- Edit Labor:** No (dropdown)
- Update Password?:**  Checking this box will change the password.
- Web Message:** A large empty text area.

At the bottom of the form, there are two buttons: 'Cancel' and 'Update'.

Field	Description	Entry Type
<b>Name</b>	Used to identify the user	30 character alpha/numeric
<b>Login</b>	The user's login code	30 character alpha/numeric
<b>Mgt. Level</b>	Chose one of the following from the dropdown box: <ul style="list-style-type: none"> <li>Administrative – Can access all stores as well as modify users, groups, and company dashboard</li> <li>Corporate - Can access all stores</li> <li>Group - Can access all stores in group to which user is assigned</li> <li>Store – Can access the single store to which user is assigned</li> </ul>	List
<b>Enabled</b>	Is this user active	Toggle Y/N
<b>Edit Labor</b>	Can this user edit labor	Toggle Y/N
<b>Web Message</b>	Enter a message you want to show on the homepage for only this user	500 character alpha/numeric