Service Staff Pin

Restaurant Features · https://spos.pk/docs/service-staff-pin/

A service staff PIN is a personal code each waiter or staff member enters at the POS screen, so Smart POS knows who took each order and who served each table. It keeps orders and tips linked to the right person, and stops staff from using each other's accounts.

Service staff pin

1. Go to the service staff or user settings in Smart POS and open the staff member's profile.
2. Set a PIN for the staff member, choosing a short code that is easy for them to remember but hard for others to guess.
3. Save the PIN, then ask the staff member to enter it the next time they open the POS screen.
4. Check that their orders and sales are now recorded under their name in the reports.
5. If a staff member forgets their PIN, change it from their profile and ask them to memorise the new one.

Tip: Never share PINs between staff, and change a PIN straight away when someone leaves the business.