This document provides instructions for setting up and changing employee security settings in Powerlink.

**Task 1: Adding an Employee**

This task will identify the steps to add an employee to your Powerlink system.

1. Open Powerlink and login with administrative credentials.
2. From the main menu bar at the top of the window, click **Utilities**.
3. Point to **Employees** and then click **Add Employee**.
4. Enter the employee's information. (Name, Username, and Initials(3 char) are required fields).

![Employee Details For John Smith](image)

5. Click the **Stores** (**Alt+E**) tab.
6. Select the store at which the employee works by clicking it from the Available Stores list and then click **Assign Employee to Store** (**Alt+G**).

**Task 2: Set/Change Employee Security Settings**

This task will identify the steps to add security settings to an employee. If you are adding security to a new employee, start with the previous task and then skip to step 4.

1. From the **Utilities** menu, point to **Employees**, and then click **Find Employees**.
2. Select the **Business** and the **Store**, and then click **Find**.
3. Highlight the appropriate employee and then click **Display**.
4. Select the **Security** tab.
5. Assign default security settings by selecting a Security Group.
6. Add additional security rights by expanding the security rights in the list on the right.
7. Double-click on a non-bolded security feature to add it to employee's security settings.

Bolded security features have already been assigned to the employee. Double-clicking on a bolded feature removes it from the employee's security settings.

From the Employee Details page, you can click the Copy Security button to copy an existing employee's security settings to another employee.

8. Click **OK** to save and close the **Employee Details** page.