

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

Employee | Stores | Security

Name: John Smith  
Address 1: 700 E 5th St  
Address 2:  
City: Minneapolis  
State/Prov: MN | Postal Code: 55401  
Phone:

User Name: Jmsmith  
Initials: JMS  
Password Changed:

SSN:  
DOB:  
Pay Type: Commission  
Pay Frequency: Weekly  
Hire Date: 4 / 8 / 2020  
Review Date:  
Termination Date:  
Termination Type: None  
Emergency Contact:  
Contact Phone:

Order Preferences:  
 Log Activity  
 Display Activity Detail  
 Display Quotes First  
 Display NonExact Interchange  
 Display Stoplights  
 Display Order Icons  
 Edit Line Item with Double-Click

Default Customer Number:  
Quote:  
Work Order:  
Delivery Ticket:  
Invoice:

Edit | Email Address: EDENSHOW1@HollanderParts.Com  
Maximum Discount: 100.00%  
Language: English (United States)

Reset Password

OK Cancel Apply

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.