

How To Guide - Entering Teachers and Staff

Teachers and staff are optional in the system. Entering teachers and staff will make it possible to define classes and to link staff orders to classes for the delivery of orders. By entering teachers and staff the system will automatically create user accounts for each staff person so that they can login and place orders.

1. Go to the "**ADMINISTRATION**" tab => "**Teachers and Staff**" => click "**Insert New**".
2. Fill out the title, first name and last name, an optional email address and specify the staff person's category.
3. The "**Menu Price Category**" field may be an option if your school is configured to implement different price categories. This can be enabled or disabled in the "**Application Profile**".
4. Click the "**Insert**" button to insert the new staff person.
5. When this staff person is inserted a user account will automatically be created for them based on the first name and last name entered. If the staff person's name is "**Sally Davis**" a user account "**sally.davis**" will automatically be created for her. The password on the account will be "**sally.davis**" and she can login and change it.
6. **Staff can now be assigned to classes and they can use their user ID's to login and place orders.**

Staff entries can be edited by clicking the "**pencil**" icon beside their name. 

To edit the staff person's user account, click on the "**user**" icon beside their name. You can then change their user id or password from this screen. 

You can also create new Staff Categories by going to the "**ADMINISTRATION**" tab => "**Staff Categories**".