

To Add New Employees

- 1) Go to <https://admin6.brinkpos.net/Public/Login?ReturnUrl=%2f> and log into brinks.
- 2) Click on configuration on the left column
- 3) Click on Staff
- 4) Click on employees
- 5) Click on + new employee
- 6) Type in their first name, last name. Under display name do first name and last name initial
- 7) Leave Brink ID blank-or prefilled do not change.
- 8) Click on 'pin' and enter their pin number
- 9) Click on override job options
- 10) Click on PIN
- 11) Click on 'locations tab' (you can't really see the 'tab' but you can see the word locations up a little
- 12) Select your store as their home location
- 13) Click on the "HR" tab
- 14) For Payroll ID and External Id, enter their employee id from brinks. Make sure the export to payroll button is checked.
- 15) Click on the 'permissions' tab and select their permission level appropriate to their job and then the add button
- 16) Click the save button and all changes will be saved/published