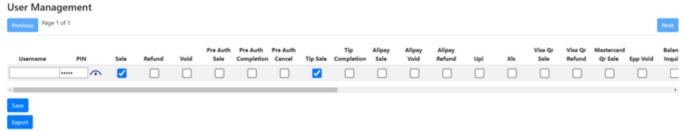# Site User Management

The User Management section of the Site Configuration provides functionality to create user permission profiles for Site staff. Each member of staff can be assigned a profile with bespoke permissions for any sale module and much of the PED functionality (such as Transaction History).

User Management

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Username	PIN	Sale	Refund	Void	Pre Auth Sale	Pre Auth Completion	Pre Auth Cancel	Tip Sale	Tip Completion	Alipay Sale	Alipay Void	Alipay Refund	Upi	Xls	Visa Qr Sale	Visa Qr Refund	Mastercard Qr Sale	Epp Void	Balan Inqui
	·····	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Save

Export

Each checkbox represents a user permission covering either PED functionality (e.g. End of Day) or a particular sale module (e.g. Mastercard QR).

Field Name	Usage
Username	The username used to identify the profile.
PIN	The user's PIN, used to access PED functionality.
Save	Saves the amended user permissions.
Export	Export all user permissions for the current site to `.csv`.
Add	Add an additional user.
Select All	Enable all permissions for the user.

Upload Users

In addition to manually adding user permissions it is possible to bulk add user permissions using the Upload Users facility. This is especially useful in large stores with many members of staff.

Upload Users

| Choose file | No file chosen |

Upload