Back Office Access

Sign in to the Back Office and open the employee directory.

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How to Open the RepairNest POS Back Office

1. Go to admin.autopaydesk.com.
2. Sign in with an account authorized for your organization.
3. Complete any required verification.
4. From the navigation panel, choose **Employees**.

Back Office controls can affect access across locations. Use your own authorized account and do not share credentials.

Why Employees Are Managed in Back Office

The Back Office provides a centralized directory across the business. It lets an authorized manager connect one employee to the correct locations and role at each location.

This is safer and clearer than managing core employee access independently at each store terminal. The terminal uses the assignments created in Back Office when determining where the employee can work and what the employee can do.

How to Open and Search the Employee Directory

1. Sign in to Back Office.
2. Select **Employees**.
3. Use the search field to find an employee by name or contact information.
4. Review the employee’s assigned locations and roles.
5. Select the edit pencil when changes are required.

The directory shows employees across the business and provides a quick view of their current location access.