2. Prepare Your Team

Create employees and roles in Back Office, then choose employee language and appearance preferences.

- How to Create Employees and Roles Before Launch
- How to Set Employee Language and Appearance
- How to Test Employee Access

How to Create Employees and Roles Before Launch

Core employee access is managed from the Back Office, not the store terminal.

1. Go to admin.autopaydesk.com.
2. Sign in with authorized Back Office access.
3. Open Employees and review Manage Roles.
4. Create or refine roles.
5. Add employees with individual PINs.
6. Assign the correct location and role to each employee.
7. Test employee sign-in and permissions.

See Back Office Employee Management.

How to Set Employee Language and Appearance

Each employee can use a preferred interface language and light or dark mode.

1. Select the upper-right employee menu.
2. Select the pencil icon.
3. Choose English, Arabic, Spanish, or French.
4. Choose Light or Dark appearance.
5. Save and verify the interface.

See Language & Localization and Appearance & Navigation.

How to Test Employee Access

1. Sign in as a test employee.
2. Confirm the employee reaches the correct location.
3. Verify normal tasks are available.
4. Verify restricted settings, reports, deletion, refunds, or management tools are unavailable when the role should not permit them.
5. Confirm the employee’s language and appearance.
6. Correct the Back Office role or location assignment before launch.