2. Employee Verification

Associate checkout activity with the correct employee and verify identity.

- How to require employee selection on every sale
- How to require the selected employee’s password or PIN

How to require employee selection on every sale

Require employee selection when every completed sale must identify the cashier or employee responsible for the transaction.

Enable employee selection

1. Open **Settings > Security**.
2. Find **Employee Verification**.
3. Enable **Ask for an employee on every sale**.
4. Save Security settings.

Before checkout is saved, the employee must be selected so the transaction can be associated with the correct person.

Related option

If individual invoice lines must be assigned to different employees, use the Register setting described in How to require an employee on each invoice line item.

How to require the selected employee’s password or PIN

Add password verification when selecting an employee’s name is not sufficient proof of identity.

Enable employee-password verification

1. Open **Settings > Security**.
2. Enable **Ask for an employee on every sale**.
3. Enable the dependent option that requires the selected employee’s password or PIN.
4. Save Security settings.

After an employee is selected, RepairNest POS verifies that employee’s credential before accepting the selection.

Good security practice

- Each employee should use their own credential.
- Do not share PINs between employees.
- Change a credential promptly if another person learns it.
- Remove or disable access for employees who no longer work at the business.