

How do I assign employees to the terminal(s)?

1. Within Terminal Manager at the Employees window, click on the down arrow and select **All Employees**. Select all the employees by using your mouse and clicking on the employee while holding down the 'Ctrl' key so that they are highlighted by a blue box.
2. When all employees have been highlighted select which terminal(s) they should be assigned to.
3. Click on Tools >> Update Settings Now >> Selected Terminals.

To verify all employees are assigned to a terminal:

1. At the Employees window click on the down arrow and select **Employees Not Assigned to a Terminal**.
2. Any Employee that has not been assigned to the terminal will be listed in the window. Highlight these employees and select the terminal(s).
3. Click on Tools >> Update Settings Now >> Selected Terminals.