

Add New Staff Member in Instant Systems Admin

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Navigate to <https://admin.instantsystems.se/#startpage>

The screenshot displays the 'Dashboard' page of the Instant Systems Admin interface. The top navigation bar includes 'Network', 'Customer Service', 'Reports', 'Ticket System', and 'Administration'. The dashboard content is organized into several sections:

- Kiosk Status:** A donut chart showing the status of kiosks. The data is as follows:

Status	Percentage
17.07% HARDWARE ERR...	17.07%
51.22% OK	51.22%
31.71% OFFLINE	31.71%
- Top product sales, last month:** A donut chart showing the top-selling products. The data is as follows:

Product	Percentage
4.1% Dr Pepper Zen	4.1%
3.7% Dressing-Variet	3.7%
3.1% Pepsi Max (90	3.1%
2.8% Cafe Muffin (P	2.8%
2.8% Pudding Pick 1	2.8%
2.6% Kettle Cooked	2.6%
2.6% Ham & Cheese	2.6%
2.5% Turkey & Chee	2.5%
2.4% Grilled Chicken	2.4%
2.1% Chicken Salad	2.1%
- Product sales last 24 hours:** A donut chart showing the top-selling products in the last 24 hours. The data is as follows:

Product	Percentage
5.2% Kettle Cooked C (0.0...	5.2%
5.2% Dr Pepper Zero (0.08...	5.2%
5.2% Dressing-Variet (0.08...	5.2%
4.6% Pudding Pick Me (0.0...	4.6%
3.9% Pepsi Max (0.000000)	3.9%
3.9% Chicken Salad S (0.0...	3.9%
3.3% Italian Sliders (0.0500...	3.3%
3.3% Turkey & Cheese (0.0...	3.3%
3.3% Crisping Chips (0.050...	3.3%
3.3% Buffalo Chicken (0.05...	3.3%
- Stock Status:** A placeholder for a stock status report, currently blank.
- Daily Transaction Stats:** A line chart showing transaction counts over a 30-day period. The chart includes three data series: Transaction Count, Multi-Trans Count, and App-Trans Count.
- Daily Revenue Stats:** A line chart showing revenue over a 30-day period. The chart includes two data series: Total transaction revenue and Average transaction revenue.

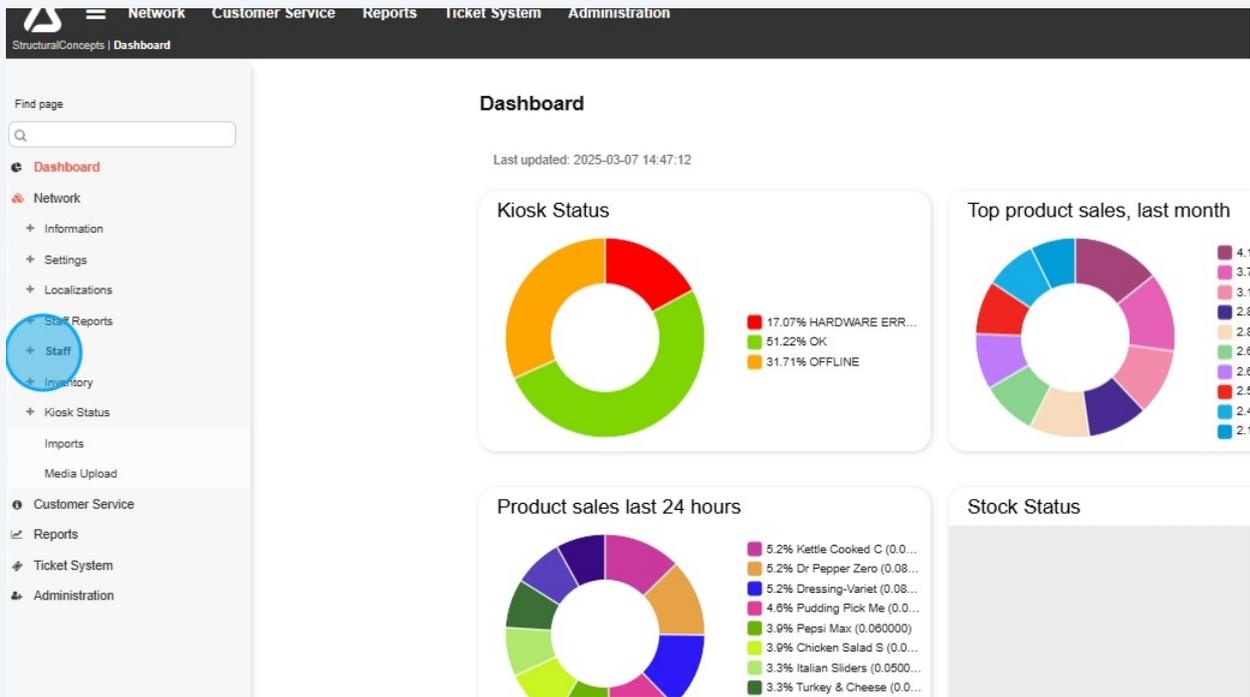
2 Click Menu Button.

The screenshot shows a dashboard interface with a dark navigation bar at the top. The navigation bar contains a logo on the left and a menu with five items: Network, Customer Service, Reports, Ticket System, and Administration. A blue circle highlights the menu icon (three horizontal lines) to the left of the 'Network' text. Below the navigation bar, the main content area is titled 'Dashboard' and includes a timestamp 'Last updated: 2025-03-07 14:47:12'. The dashboard features four data visualization widgets: 'Kiosk Status' (a donut chart showing 17.07% Hardware Error, 51.22% OK, and 31.71% Offline), 'Top product sales, last month' (a donut chart with a legend on the right), 'Product sales last 24 hours' (a donut chart with a legend listing products like Kettle Cooked C, Dr Pepper Zero, Dressing-Variet, etc.), and 'Stock Status' (a greyed-out area).

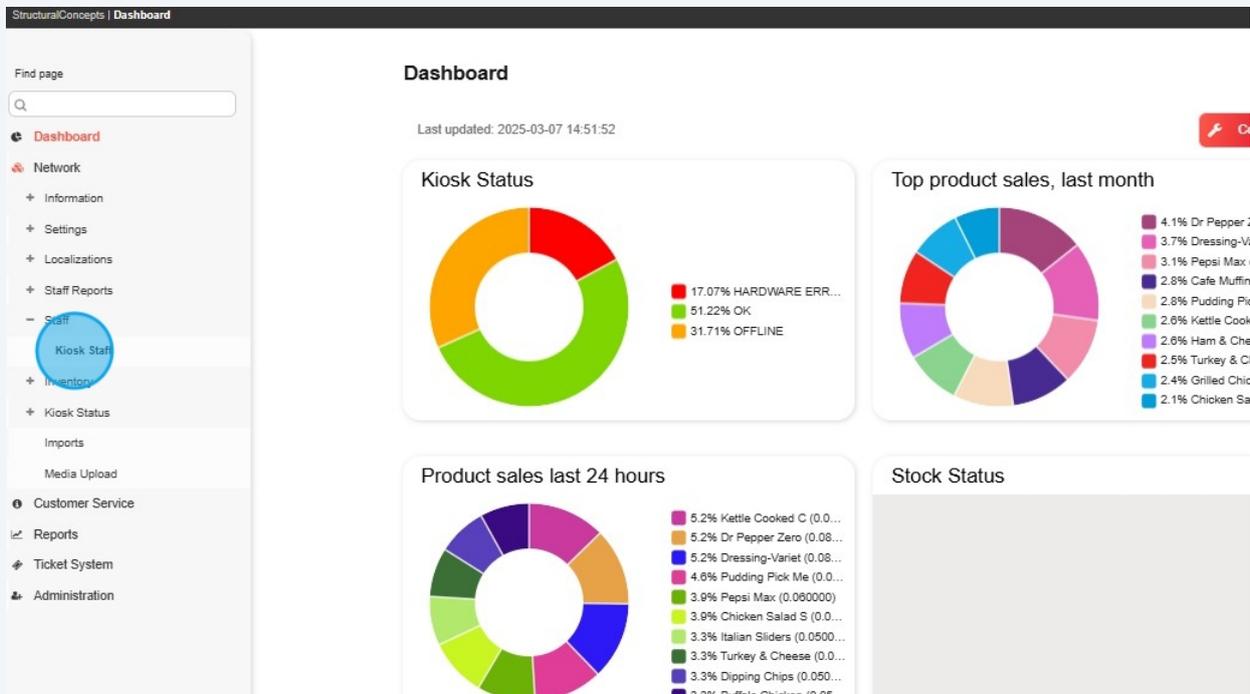
3 Click Network.

This screenshot is similar to the previous one, but with a light grey sidebar on the left side. The sidebar contains a search box labeled 'Find page' and a list of menu items: Dashboard, Network, Customer Service, Reports, Ticket System, and Administration. A blue circle highlights the 'Network' menu item. The main dashboard content area is identical to the previous screenshot, showing the 'Dashboard' title, timestamp, and four data visualization widgets: 'Kiosk Status', 'Top product sales, last month', 'Product sales last 24 hours', and 'Stock Status'.

4 Click Staff.



5 Click Kiosk Staff.



6 Click "New Staff"

The screenshot shows the 'Kiosk Staff' management page. At the top, there is a navigation bar with 'Network', 'Customer Service', 'Reports', 'Ticket System', and 'Administration'. Below this, the page title is 'Kiosk Staff' with an information icon. A red 'New Staff' button is highlighted with a blue circle. To the right of the button is a search bar with a 'Search' button and two document icons. Below the search bar is a table with columns: ID, Username, First Name, Last Name, Email, Phone, RFID-tag, and Owner/Operator. Each column has a search input field. The table is currently empty.

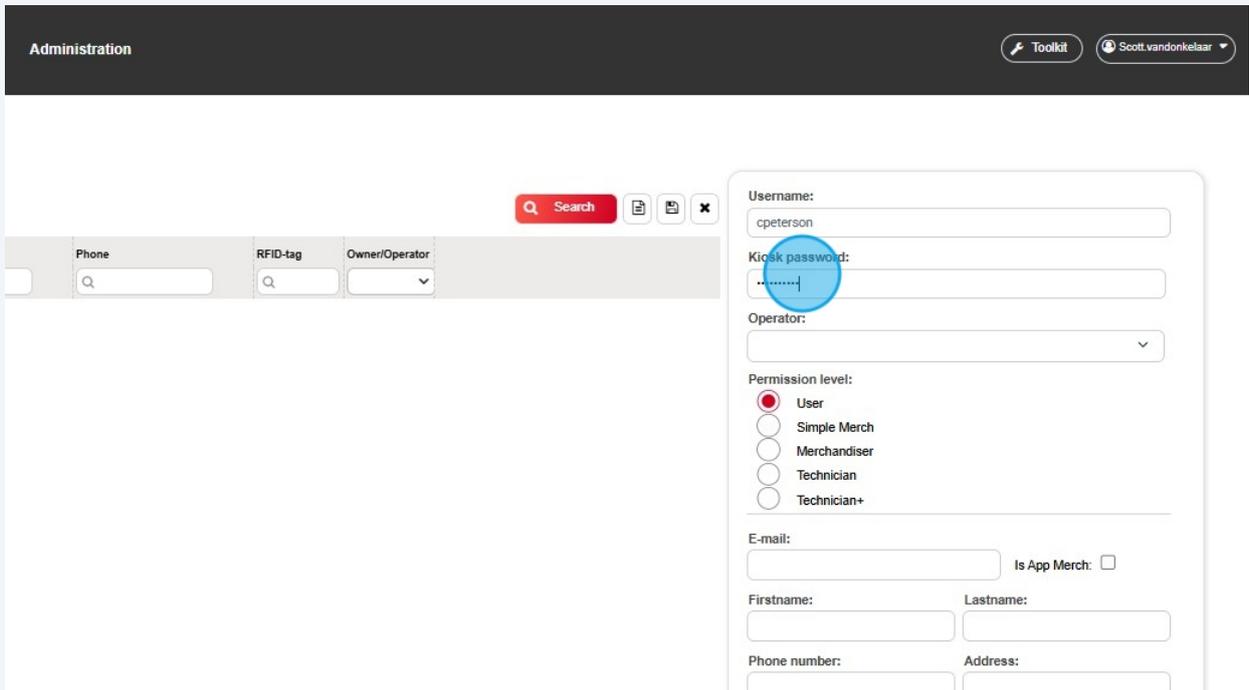
7 Click the "Username:" field.

The screenshot shows the 'Add New Staff' form. The page title is 'Administration'. In the top right corner, there is a 'Toolkit' button and a user profile for 'Scott.vandonkelaar'. Below the navigation bar is a search bar with a 'Search' button and two document icons. The form contains several fields: 'Phone', 'RFID-tag', and 'Owner/Operator' (a dropdown menu). A modal form is open on the right side, containing the following fields: 'Username:' (highlighted with a blue circle), 'Kiosk password:', 'Operator:' (a dropdown menu), 'Permission level:' with radio buttons for 'User', 'Simple Merch', 'Merchandiser', 'Technician', and 'Technician+', 'E-mail:', 'Is App Merch:' (checkbox), 'Firstname:', 'Lastname:', 'Phone number:', and 'Address:'.

8 Create Username

 Tip! Usernames are typically formatted using the first initial of the first name followed by the full last name (e.g., John Doe becomes jdoe).

9 Click the "Kiosk password:" field.



The screenshot shows the 'Administration' interface. At the top, there is a 'Toolkit' button and a user profile for 'Scott.vandonkelaar'. Below this is a search bar and a table with columns for 'Phone', 'RFID-tag', and 'Owner/Operator'. To the right, a user creation form is displayed. The form includes fields for 'Username' (containing 'cpeterson'), 'Kiosk password:' (highlighted with a blue circle), 'Operator' (a dropdown menu), 'Permission level' (radio buttons for 'User', 'Simple Merch', 'Merchandiser', 'Technician', and 'Technician+', with 'User' selected), 'E-mail', 'Is App Merch' (checkbox), 'Firstname', 'Lastname', 'Phone number', and 'Address'.

10 Create Password.

Administration Toolkit Scott.vandonkelaar

Search

Phone	RFID-tag	Owner/Operator
<input type="text"/>	<input type="text"/>	<input type="text"/>

Username:

Kiosk password:

Operator:

Permission level:

- User
- Simple Merch
- Merchandiser
- Technician
- Technician+

E-mail: Is App Merch:

Firstname: Lastname:

Phone number: Address:

 Tip! Passwords are typically the same as Username.

11 Select the "Permission Level" field.

The screenshot shows a user registration form. At the top, there is a search bar with a magnifying glass icon and a red 'Search' button, followed by three icons: a document, a printer, and a close button. Below this is a table with three columns: 'Phone', 'RFID-tag', and 'Owner/Operator'. Each column has a search input field with a magnifying glass icon. To the right of the table is a form with the following fields: 'Username:' (text input with 'cpeterson'), 'Kiosk password:' (password input with dots), 'Operator:' (dropdown menu with 'White Bear Lake ISD'), 'Permission level:' (radio buttons for 'User', 'Simple Merch', 'Merchandiser', 'Technician', and 'Technician+', with 'Technician' selected and highlighted by a blue circle), 'E-mail:' (text input), 'Is App Merch:' (checkbox), 'Firstname:' and 'Lastname:' (text inputs), 'Phone number:' and 'Address:' (text inputs), 'City:' and 'Zipcode:' (text inputs), 'Swipe Data:' and 'Rfid Data:' (text inputs).

12 Click the "E-mail:" field.

This screenshot is identical to the one above, but the 'E-mail:' text input field is now highlighted with a blue circle, indicating it is the next step in the process.

13 Type Email Address

14 Click the "Firstname:" field.

The screenshot shows a web form for user management. The form includes several fields: a search bar at the top, an 'Operator:' dropdown menu set to 'White Bear Lake ISD', and a 'Permission level:' section with radio buttons for 'User', 'Simple Merch', 'Merchandiser', 'Technician', and 'Technician+' (which is selected). Below this is an 'E-mail:' field containing 'cory.peterson@isd624.org' and an 'Is App Merch:' checkbox. The 'Firstname:' field is highlighted with a blue circle. Other fields include 'Lastname:', 'Phone number:', 'Address:', 'City:', 'Zipcode:', 'Swipe Data:', 'Rfid Data:', and a 'Department:' dropdown menu.

15 Type Staff Member's First Name.

16 Click the "Lastname:" field.

ID	Location	Actions
81****41	Gelsons Market	
	Tanner Medical	
65****15	White Bear Lake	
	SCC Demo	
	SCC Demo	
	CHEO	
	White Bear Lake	
	Tanner Medical	
61****00	CHEO	
	SCC Demo	
	0	
	SCC Demo	
78****22	Gelsons Market	
	SCC Demo	
	Tanner Medical	
	0	
	0	
78****22	Gelsons Market	
	Tanner Medical	
(9****76	SIU	
	SIU	
	0	
23****51	SCC Demo	
28****85	Noblesville	
	Tanner Medical	
	CHEO	
	Stoughton Health	
23****51	SCC Demo	
	Tanner Medical	
31****55	Noblesville	

.....
Operator:
Permission level:
<input checked="" type="radio"/> User
<input type="radio"/> Simple Merch
<input type="radio"/> Merchandiser
<input type="radio"/> Technician
<input type="radio"/> Technician+
E-mail:
Is App Merch: <input type="checkbox"/>
Firstname: Lastname:
Phone number: Address:
City: Zipcode:
Swipe Data: Rfid Data:
Department:

17 Type Staff Member's Last Name.

18 Click "Save"

E-mail: Is App Merch:

Firstname: Lastname:

Phone number: Address:

City: Zipcode:

Swipe Data: Rfid Data:

Department:



 Export