

Store Staff

What is it for?

On **Store Staff** you list the panel users who work in the store and give each a role: **Store Manager**, **Sales Associate** or **Stockroom**. The list lets you see the team that handles requests in one place.

It currently works as a list only. The role does not change what the user can see in the panel and sends no notifications to staff. To limit a user's access use [Module Permissions](#); to see requests keep the [Request Monitor](#) open.

The screen title is **Retail: Staff**; the subtitle reads "Store name · the team handling requests".

When to use it

- When you want to keep a record of your store team and who does what.
- To remove someone from the list when they leave.

Before you start

- This screen is not in the left menu. Open it with the **Staff** button at the top of [Store & QR Registration](#).
- Only panel users of your account can be added. Create the user first on [Administrators](#).

Step by step

1. Choose the person in **User** (name and e-mail are shown), choose a **Role** and press **Add**. "Staff member added." appears.

User

Role

Ayşe Demir — demo_otel_1@demo.local

Sales Associate

Add

NAME	E-MAIL	ROLE
No staff yet.		

2. The person appears in the table. To change the role, pick a new one in the row's role box; it is saved immediately ("Role updated."). To remove someone, press the red button at the end of the row and confirm "Remove this person?".

User

Role

Select...

Store Manager

Add

NAME	E-MAIL	ROLE
Ayşe Demir	demo_otel_1@demo.local	Sales Associate

Every field and button

Field / Button	What it does
User (Select...)	Panel users of your account not yet on the list (up to 200).
Role	Store Manager, Sales Associate, Stockroom.
Add	Adds the person.
Name, E-mail, Role	The person's details. If there is no name, the username is shown.
Red person button	Removes the person from the list (the panel user is not deleted).

Messages you may see

Message	Meaning / what to do
Staff member added.	Added to the list.
This person is already added.	Already on the list.
Invalid user.	Add was pressed without choosing a user.
Role updated.	The role changed.
Removed.	Removed from the list.
No staff yet.	The list is empty.
No users found for this account. Create a panel user first.	Add a user on Administrators .

Frequently asked questions

I removed someone but they can still log in.

This list does not manage panel access. To stop a user logging in, use [Administrators](#).

Do store staff appear in the Useroam Go app?

No. Useroam Go staff are managed on a separate screen (Staff); this list is not connected to it.

Related pages

- [Request Monitor](#)
- [Module Permissions](#)
- [Administrators](#)

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