

Staff

- Cashiers & Permissions

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Cashiers sign in to Spectre POS with their own WordPress user account. You add a cashier from **Users → Add New** in the WordPress admin and assign them the POS Cashier role.

Add a cashier

1. In the WordPress admin sidebar, open **Users → Add New**.
2. Fill in **Username, Email, Password** (or have WordPress generate one and send it to the user).
3. Set the **Role** to the POS Cashier role.
4. Click **Add New User**.

The new user can now open your store's POS URL and sign in with these credentials.

Edit a cashier

To change a cashier's name, password, or role, go to **Users → All Users**, click the user, edit the fields you need, and **Update Profile**.

What cashiers can do

A POS Cashier can:

- Sign in to the Spectre POS app.
- Ring up sales.
- View past **Orders** and reprint or email receipts.
- View and create **Customers**.
- View **Reports**.

A cashier can **not**:

- Change store settings, payment methods, or tax rates.
- Add or remove other users.
- Edit the product catalog.
- Install or change plugins and themes.

What a site administrator can do

Site administrators have broader access than a cashier — they can manage products, orders, coupons, customers, WooCommerce settings, pages, posts, media, users (within their site), and customize the theme.

To keep your store stable, site administrators **cannot**:

- Install, edit, or delete plugins or themes.
- Edit theme or plugin files.
- Manage the WordPress multisite network or access other shops.
- Run WordPress's import or export tools.

These restrictions are intentional — they keep your shop from getting into a bad state from a plugin install or a theme edit. If you need something that's blocked, contact Spectre support.

Removing a cashier

When a cashier leaves, you can either:

- **Delete the user** under **Users** → **All Users** (tick the user, choose **Delete** in the bulk action). You'll be asked whether to delete their content or reassign it to another user — for cashiers, **reassign their orders to your administrator account** so the order history stays intact.
- **Change their password** if you only want to temporarily lock them out.

“ **Tip:** Each cashier should sign in under their own account, not a shared one. Spectre records the cashier on every order, so individual sign-ins give you accurate per-cashier reports.