Congratulations on installing your brand new National Retail Solutions Point Of Sale!

**Step #1**

Power up your unit by pressing the circular power button located on the right hand side of the base of your unit. There will be a green light lit up letting you know the unit is powered on.

The system will start up in a login screen pictured below:

![Login Screen](image)

- **Your Store Name**: ALEX'S EMPORIUM
- **Your Store ID**: TBA-00025

Tap Here to Login

For Support Call 800-215-0931
After tapping the Administrator bar you will be asked to login with your 5 digit pin. The default pin for the Administrator is 11111 (five 1’s).

If you ever find yourself locked out of the system do not worry, call the 800-215-0931 shown at the bottom of the screen. One of our support reps can always reset the Administrator password back to 11111.

*Note: the reset function will only reset the password for the administrator. If a cashier or manager is locked out, the Administrator will need to login in and make any necessary pin changes for their employees.*

Your store ID number is found on the login page. This number is very important as this number is how we are going to identify your system if you ever need support. The store ID number is also found on the tools page which will be explained later.
Step #3 Paypoint Start

- Once you login, the next screen will ask you to start your Paypoint by telling the system how much cash you have in the drawer.
- You should see a keyboard pop up on the bottom of your screen. Type the amount of cash you have in your draw. (typically the amount you start with every day)
- Tap the [Save] button and you are ready to begin.
  - Note: tapping [Cancel] on this screen will bring you back to the login screen.
  - You may also leave the “Cash In Drawer” amount at $0.00 if you do not want the system to track the cash coming in and out. If you do not wish to track your cash this feature can be turned off in the Store Setup page found in the Tools tile.

After you login and start your Paypoint you will be brought to the “Home Screen.” This is your main screen and you will access all features of the POS from here. We will refer to the 11 squares you see in this “Home Screen” as “Tiles”

DO NOT TAP/OPEN ANY TILES YET
Step #4  Welcome to your Home Screen

ALEX'S EMPORIUM

Register  Store Statistics  Vendors  Users

Coming Soon
Price Check  In-Store Items  Pricebook  Promotions

One-Click Items  Training and Help  Tools

Hi, Administrator

NATIONAL RETAIL SOLUTIONS
Here is a brief description of all “Tiles” and what features are available within each tile:

**Register**
- **Make all sales**
  - Cash
  - Credit
  - EBT
  - Check
  - Loyalty
- **No Sale**
  - Opens the cash drawer without performing a transaction
- **Vendor Payout**
  - Make cash payments to your vendors
  - Add new vendors to your vendor list
- **Cash Drop**
  - Let’s the system know you are removing cash from the drawer and placing into the safe
- **Receipts**
  - History of individual transactions
  - Ability to view day by day
- **Department buttons**
  - These buttons represent the departments that all of your items are linked to
- **In-Store Items**
  - Quick one touch buttons to quickly sell items such as small and large coffees with just a tap
- **Pinless Recharge**
  - After entering a phone number and tapping the BR Club button you can now easily sell a pinless recharge without leaving the register screen
- **Boss Rev Portal**
  - Launch the Boss Rev Portal
- **BR Club**
  - Create new Boss Revolution customers and accounts
  - Enroll customers into the BR Club

**Price Check**
- Coming soon

**In-Store Items**
- One touch button to sell frequently purchased items that do not have a bar code
  - Coffee
  - Sandwich
  - Etc.

**Pricebook**
- Manage the prices of all items
- Manage your department list
  - Add/Remove departments
  - Edit the taxable or non-taxable status of all departments
  - i.e. all items in the “Snacks” department do not have tax added and all items in the “Tobacco” department are taxable.

**Promotions**
- Create in store promotion
  - Discounted price for purchasing a certain quantity
  - New price on a specific item for a limited time

**One-Click Items**
- Similar to In-Store items however these item DO have a barcode

**Training and Help**
- Coming soon

**Tools**
- Request callback
  - Reach out to our customer support staff
- Request Paper refill
- Check the status of your system
  - Up to date software
  - Connected to the internet
  - System functions running properly
  - Scanner is connected
  - Printer is connected
  - Printer & Cash Drawer test
- **Store setup**
  - Enter your store info to be printed on all receipts
  - Choose your tax setting
  - Decide whether to print receipts after every transaction automatically
  - Choose to track or not track your cash coming in and out

**Statistics**
- Live up to the minute sales reports
  - Daily, weekly, monthly, quarterly, yearly and custom date range sales data reports
  - Can be printed at any time

**Vendors**
- Manage any vendors that you pay using the cash in your cash draw

**Users**
- Create user accounts for all of your employees
  - Different restrictions and permissions can be granted to each user
The first “Tile” we are going to open is labeled “Tools.” Tap the tools tile found on the bottom row.

Tap this Tile to open your tools screen (Shown below)

**Tools**

- Request a call from our support staff by tapping this button

- Request more receipt printer paper

- Perform a printer and cash drawer test. Results will be a small 1 inch printout and the cash draw will pop open

**Image 1A**
The “Tools” tile explained
- In addition to the login screen you can locate your Store ID in the tools page
- Our customer support phone number and Request Callback feature are also located in the tools page. Request Callback will email our support staff and a customer service representative will reach out to you during normal business hours.

Blue Buttons-These sets of buttons are to test the status of various items within the POS. Each will be explained below. Each time the tools tile is opened all of these tests are performed and the result is shown to the right. The result will be GREEN and say “Passed” OR the result will be RED and say Failed. (Note: the result of the release info will always say current. The box will be RED if the latest and current do not match). To perform any of these tests again just tap the blue button. To see the results of any test tap the GREEN or RED result icon. This will open a window letting you know everything is OK or tell you what is causing the failure.

- Tapping this button will let you know if your POS is running the most up to date version of software. The result of the test is shown with a green or red result to the right of the “Release Info” button. Green means your software is up to date (Image 1A). Red means an update is required. Follow the directions below to update your POS.
Tapping the blue “Network” button will test your internet connection. A green result means you are connected (Image 1A). A red result means your system is not connected. Remember the POS needs to be connected with a wire directly into your internet router.

- **The first thing you should always check if your system is not connected should be your Ethernet wire.**

Below is what you will see when the POS system is not connected to the internet:

- Tap the red box to see what the problem is.

If you see a different check the troubleshooting section of this manual for further testing.
The blue “System” button will test various functions in your POS. Examples of this are the ability to access your Pricebook, sell Boss Revolution from the register screen, etc. If you ever encounter a failed system test you should call our support staff right away.

The blue “Printer” button will test the connection status of your receipt printer. To make sure your printer and cash drawer are working properly tap the blue “Printout Test” button (refer to Image 1A). Tapping this button will result in a small print out saying “Printer is in good condition” and the cash drawer will pop open.

**Passed printer test**

[Image of passed printer test]

**Failed printer test**

[Image of failed printer test]

**Results – check to make sure the cables are connected and the printer is powered on**

[Image of printout results]
Tap the blue Printout Test button to make sure everything is working properly.

The blue “Scanner” button will test the connection status of your barcode scanner (refer to Image 1A).

Current scanner status

Failed scanner test

Scanner not attached or operational. Completed with some issues
The last feature of the tools page is your Store Setup. Tap the Store Setup button. Here you will be able to do the following:

- Enter the store information you want printed on every receipt
- Select your tax zone
- Turn auto print receipts on or off
- Turn auto trach cash on or off
- Configure start day time

**Store Configuration**

- **Name:** ALEX'S EMPORIUM
- **Address:** 201 Mayoral Road
- **City:** Teaneck, **Zip:** 71551, **State:** New Jersey
- **Phone:** (973) 799-1442
- **Timezone:** America/New_York
- **Tax Zone:** NJ (7%)
- **Fee Zone:** NY-BOTTLE
- **SNAP:** US-SNAP
- **WIC:** US-WIC
- **Print receipts:** No
- **Track Open/Close Cash:** Yes
- **Workday Start:**

To save your settings tap Update

Return to the tools page by tapping the Back to Tools icon in the top right

Once in the tools page again return to the Home Screen by tapping Back to Home in the top right

Once you return to the Home Screen tap the Register Tile located in the top left
Tapping the Register tile will bring you to your sales screen (shown below)

Boss Revolution -- For a limited time, unlimited calls to Mexico for $5/month!

Return to Home Screen

Log a customer in the BR Club before every customer purchase AND doing a pinless recharge

Cancel your current transaction
Put your current transaction on hold/view a held transaction

Log out

Return to Home Screen

View history of receipts

Boss Revolution retailer balance
Perform a No Sale
Perform a Vendor Payout
Perform a Cash Drop

Launch the Boss Rev Portal

Ask the customer for their BR Club Account Number for Savings

Administrator

SubTotal: $0.00
Taxes: $0.00
Fees: $0.00
Paid: $0.00
Change: $0.00

Store Boss Bal: $463.84
on Mar 28 10:51 PM

0 00 @

Perform a Pinless Recharge

Perform a Pinless Recharge

Launch the Boss Rev Portal

Ask the customer for their BR Club Account Number for Savings

Perform a Vendor Payout
Perform a Cash Drop
Register Screen Explained

- Start a sale by scanning the barcode on any item. The item and its price will show up on the left side of the screen. If this is the first time you have scanned this item you will see the screen shown below.

Add this item to your Pricebook by selecting a department and applying a price. You can also decide here if the price you are entering includes the taxes and/or any fees you are collecting. Leaving this box unchecked will have tax added to the retail price if the item is in a taxable department. We will discuss taxable and non-taxable departments when we get to the Pricebook tile.

After tapping Add item the product has been successfully added to your Pricebook and you will see the item shown with its description and price in the register tape portion of the screen (shown in the image below).

Whenever you scan this item again in the future it will automatically show up with the price you entered.

You can always change the price of a scanned item and make the change one time or permanent. Keep reading for instructions...
Here we see the item that we just added to our Pricebook. To edit this item double tap the description/price. You should see the image shown below.
Instead of a percentage discount, a specific dollar amount can be applied as a discount for any item. In the image shown about you can switch the discount mode from ☐ Percent to ☐ Amount by tapping the icon. After tapping the ☐ Percent you will see the image shown below.

Type the amount you would like to take off from the original price and tap ☐ Done. Shown below
Tap the **Override Price** button. You should see the image shown below.

Here you can apply a new one time price or make a permanent price change to the item. Tap **Override Price** to complete the change.

Tapping **Override Price** will bring us back to the sales screen.

To complete the sale tap with exact change press **Cash**. There will always be 6 pre-set dollar amounts to complete sales more quickly. If an amount of cash is given that is not in one of the gray boxes type the amount of cash received and press **Cash**. The change due will show in the next window. (Shown in the next image)

- In the example shown in the image below we are completing a cash sale where a $10 bill was used to pay for a $2.29 purchase.
<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheez-It Snack Mix</td>
<td>2.29</td>
</tr>
</tbody>
</table>

**Subtotal** 2.29

**Tax**

**Fees**

**Total** 2.29

**Cash** -10.00

**Change due** 7.71
You are now able to sell the most popular telecom service Boss Revolution Pinless Recharge right from the register screen. This is done with 4 simple steps and can be done at any point during a transaction!

1. Type the customers 10 digit phone number

2. Tap the button located in the bottom right hand corner (you will either see the customers BR Account balance or you will be asked if the customer would like to create an account and earn a free dollar)

3. Type the amount the customer would like to recharge

4. Tap the button

5. Press to confirm the transaction

6. Collect your cash

**Step by step process shown in the following images**
If you do this for an existing BR customer you will see this screen:

Type the 10 digit number

Tap the BR Club icon

Ask the Customer for their BR Club Account Number

If you do this for an existing BR customer you will see this screen:
Or you will see this screen if the customer does not have a BR account.

After checking the customer in, or creating their new account, enter the amount and tap the Pinless Recharge Button. It’s that simple!
After pressing Pinless Recharge you should see the image below. Press To complete the transaction

Collect your money and make another sale!
Alternative method to sell Pinless Recharge

At any point in the sale tap the button. You will see the following image.
Enter the customers BR Account number.
After entering the BR Account number tap Next >>

Enter the amount and tap Recharge
After the Pinless Recharge is processed you will see the screen below. The new customer balance will show up on both POS screens.
Departments / In-Store / One Click Items

We have three unique features in this POS which are covered by explaining the top row that starts with the words “Departments”

Departments

- The Pricebook for your system has two components, Items and Departments. Every item you sell is associated with a department. This makes applying taxes and fees much easier when applicable. Grocery and Snack departments can be set for non-taxable while Alcohol and Tobacco departments can be set to taxable. When you ring up a sale now you know the correct tax is be applied and collected.

- When you have the Departments page open on your register screen you will see all the departments we have pre-set for you. You can add, edit and remove any departments as you wish.

- In-Store items are designed to help you sell commonly sold items quickly.
  - These In-Store items act as a one touch solution to sell items that do not have a barcode ex. Small Coffee, Large Coffee, Breakfast Sandwich
  - All In-Store items you create are found by tapping the “In-Store Icon at the top of your register screen.

Creating an In store item

From the Home Screen tap the In-Store Items tile

The next page you see should look like the image below. Tap Add New In-Store Item... in the top right of the screen.

In-Store Items

After tapping Add New In-Store Item you will see a new window open (pictured below). Fill in the necessary information shown two images down and create your first In-Store Item. The necessary fields are highlighted with a red box
Tap and you will have successfully created your first In-Store Item. Your screen should now look like the image below.

Tap OK and you will have successfully created your first In-Store Item. Your screen should now look like the image below.

**In-Store Items**

Search  
Add New In-Store Item...

Drinks

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Coffee</td>
<td>$1.00</td>
</tr>
</tbody>
</table>
Creating a One-Click Item

Creating a One-Click Item is a two-step process. Let’s get started by returning to the Home Screen and tapping on the “One-Click Items” tile.

```
Tapping this tile will bring you to the screen shown below.
```

```
One-Click Item Configuration
```

The first step will be creating a new category. Each category you create will show up to the right of In-Store on the register page, pictured in the beginning of this section. Tap the Add a New Category button. (Pictured below)

```
One-Click Item Configuration
```

For page name we are going to type ‘Drinks’ and for Position we are going to leave is as 1. Fill in the information and press Save (Shown below)

```
One-Click Item Configuration
```

Now that we have created a category we can start adding One-Click Items to the page. You should see the image shown below. Now grab a commonly sold drink that has a barcode and tap ……
One-Click Item Configuration

Tap here to add a One-Click Item

Scan a barcode – UPC code will populate here

After tapping to add an item you should see the image below.
Now scan the barcode of the drink, you should see the image shown below.

The department and price will auto populate based on the information stored in your Pricebook. If everything looks correct tap the **Save** button and you are finished. You should see the image shown below.
You can add more drinks to this page by tapping the + button. Or you can create a new page with a different category, Tobacco for example. Follow the steps detailed earlier to add new pages and items.

Tap Back to Home and tap on the Drinks tile. Now we can see the changes we made and how to use them.

Tap In-Store and your screen should look like the image below.
Tap the **Icon to quickly sell a small coffee. After tapping the Icon it will show up on the left hand side (shown below)**

Now tap where it says **Drinks** to see the One-Click Item we added. Tap the icon to quickly sell this item.
Complete your sale by tapping any one of the method of payments buttons. Completed transaction shown below.

Tap OK and return to the Home Screen by tapping in the top right corner.
Vendors
Tap the Vendors tile on the Home Screen

If you commonly pay out vendors from the cash draw this is going to be a terrific feature for you. Now you can keep a record of all your payments to vendors as well as see a detailed list of the transaction between you and the vendor. After tapping the Vendors tile you should see the image shown below

Vendor Management

Tap the Add a Vendor... button to add your first vendor. (Result shown below)

Vendor Management

Use the virtual keyboard on the bottom of the screen to type the name and phone number of your vendor, the phone number for the vendor is optional. (Shown below)

Vendor Management

Tap OK and you have added your first vendor. (You will also be able to add a vendor from the Register screen. After tapping OK you should see the vendor listed on the page. (Shown below)

Vendor Management

Tap the Back to Home icon and then tap your tile.
Once you’ve returned to the Register screen type the amount of $1.00 using the numerical keypad.

1. Enter the amount to payout
   - Tap Vendor Payout
2. Tap Vendor Payout
   - You will see the screen shown below

   ![Paying out $1.00]

   - Vendor Name
   - Vendor Phone

   ![Cancel Payout]  ![Make Payout]
Use the dropdown menu to select IDT as the vendor being paid. You can also see this is how we would add a new vendor from the Register screen. Select IDT and tap the button. After completing the payout you will see the image shown below.

The draw will pop open and a receipt will print out confirming the Vendor Payout.

Tap and return to the Home Screen.
Promotions

You now have the ability to run in store promotions. These can be set as a permanent constantly running promotion. Or you can put a start and end date on the promotion. We have two types of promotions:

- New price, for example an item priced at $1.00 for 1 item could be sold for $3.00 if the customer purchases 5.
- Cents off, for example an item regularly priced at $1.00 can be sold for $0.75 during the promotional period.

From your Home Screen tap ![Promotions](image) to start creating your first promotion. You should see the image below.

Tap ![New Promotion...](image) to start creating your first promotion. You should see the image below.
We are going to create a special promotional price for the One-Click item we added earlier. That item was my Poland Spring Water. Below is a step by step description of the steps required to create a “New Price” promotion. These steps will be followed by the corresponding images.

1. **Using the virtual keyboard type the Promotion name**

   Promotion name: 3 for $1.00 Poland Spring

2. **Select a starting date in the “Valid From” field.** Note: the default starting date is tomorrow's date.

3. **Leaving the end date “Valid To” blank will make the promotion run indefinitely.**

4. **Tap the dropdown menu bar where it says Type and select “New price”**

5. **In the quantity/rate section type 3 @ $2.00**
6. On the right side check Must buy the qty from No to Yes. **Note: if Must buy the qty is No, the pro-rated discount will be applied. So if the discount is 2 for $0.50, each item will get $0.25 discount**

7. Scan the item
   - Promotion name: 3 for $2.00 Poland Spring
   - Valid From: 01-April-2016
   - Type: new price
   - Quantity/Rate: 3 @ $2.00

   ![Promotion Details](image)

   Total 0 selected to add for this promotion

8. Tap the item highlighted in blue on the right side to move the item to the left side of the screen

   ![Highlighted Item](image)

9. Tap **OK**
The Pricebook tile is used to manage all of your departments and items in your register. Every item you have is linked to a different department. The Pricebook tile is where we are going to make our tax decisions. There are two ways to apply taxes on our POS:

- Tax is added as additional cost to the sticker price of every item. To collect taxes this way, the user needs to mark departments as taxable or non-taxable. This means every item in the department will have tax added to the amount.
- We also have a “Taxes Included” option. This means the price in the system includes any taxes or fees associated with the item. For example, if a bottle of water is sold for $1.00 without having tax added to the amount you would create the item to Include Taxes.

Pricebook Tile Explained

Tap the Pricebook tile so you see the screen below:

**Pricebook Management**

<table>
<thead>
<tr>
<th>upc</th>
<th>department</th>
<th>description</th>
<th>size</th>
<th>pricing</th>
<th>cmd</th>
</tr>
</thead>
<tbody>
<tr>
<td>000856105508</td>
<td>Vitamins/Medicine</td>
<td>Hong Kong Killer Nail Formula</td>
<td>1 Oz</td>
<td>$8.99</td>
<td>edit</td>
</tr>
<tr>
<td>009800007615</td>
<td>Snacks</td>
<td>Tic Tac Freshmints Mints</td>
<td>1 oz</td>
<td>$1.00</td>
<td>edit</td>
</tr>
<tr>
<td>009800067639</td>
<td>Snacks</td>
<td>Tic Tac Orange Mints</td>
<td>1 oz</td>
<td>$1.00</td>
<td>edit</td>
</tr>
<tr>
<td>009800007677</td>
<td>Snacks</td>
<td>Tic Tac Big Pack Wintergreen Singles</td>
<td>1.00 Oz</td>
<td>$1.00</td>
<td>edit</td>
</tr>
<tr>
<td>009800895007</td>
<td>Condiments</td>
<td>Nutella Hazelnut With Skim Milk Cocoa Spread</td>
<td>13 oz</td>
<td>$3.99</td>
<td>edit</td>
</tr>
<tr>
<td>010700028082</td>
<td>Snacks</td>
<td>Milk Duds Chocolate &amp; Caramel</td>
<td>1.85 oz</td>
<td>$0.50</td>
<td>edit</td>
</tr>
<tr>
<td>011210000018</td>
<td>Condiments</td>
<td>Tabasco Original Flavor Pepper Sauce</td>
<td>2 oz</td>
<td>$1.99</td>
<td>edit</td>
</tr>
<tr>
<td>011642032014</td>
<td>Snacks</td>
<td>Chaward’s Lemon</td>
<td></td>
<td>$1.00</td>
<td>edit</td>
</tr>
<tr>
<td>012000000508</td>
<td>Drinks</td>
<td>Diet Pepsi</td>
<td>12oz</td>
<td>$0.75</td>
<td>edit</td>
</tr>
<tr>
<td>012000001307</td>
<td>Drinks</td>
<td>Diet Pepsi Cola</td>
<td>20 oz</td>
<td>$1.49</td>
<td>edit</td>
</tr>
<tr>
<td>012000002304</td>
<td>Drinks</td>
<td>Pepsi Cola</td>
<td>2 Liter</td>
<td>$2.50</td>
<td>edit</td>
</tr>
<tr>
<td>012000002311</td>
<td>Drinks</td>
<td>Diet Pepsi</td>
<td>2 Liter</td>
<td>$2.50</td>
<td>edit</td>
</tr>
<tr>
<td>012000003554</td>
<td>Drinks</td>
<td>Starbucks Frappuccino Coffee</td>
<td>9.5 Oz</td>
<td>$1.99</td>
<td>edit</td>
</tr>
</tbody>
</table>

Showing 1 to 13 of 1,320 entries

We can easily search for items and make price changes from this screen. All you need to do is scan the item and it will show up on your screen. This is shown in the next image.
To make changes to this item tap the edit button. When you tap this button you will see the image shown below.

To change the department, tap the dropdown menu that says “Drinks” and select a new department.
To change the price of this item tap the box that says price and enter your new price.

To save your changes tap **OK**.

Next we are going to go over the departments section of the Pricebook. Tap the **Manage Departments** button in the top left corner.

**Pricebook Management**
After tapping **Manage Departments** you will see the image below.

These are your 20 preset departments. You can add, edit and remove departments at any time. In order to delete a department there cannot be any items in the department. If a department is empty it will have a 

An empty department box will also show up dim on the screen. An example of an empty department box is shown above with a RED box around it.

To add a new department tap **+ Add a new department**. You will see the image below.
Type the name of your new department using the virtual keyboard at the bottom of your screen. At this point you will decide if the items added to and sold in this department will have taxes applied. To apply taxes tap [No] and make the taxable status [Yes].

Tap [OK] to finish creating your new department.

To edit the taxable status of an existing department tap the [галочка] icon. You will see the image below.

You can manage the tax status of the department here the same way we did when creating a new department. You can change the name of the department here as well.

You also have the ability to merge/migrate departments together. You can do this from the [Manage Departments] section. Once opening this section tap [танецок] in any department box where this icon is available. You will see the image below.

You will see the image below.
To merge/migrate with another department tap the dropdown arrow underneath ‘Department to migrate to:’ you will see the following image:

After making a selection you will see the following image:

To complete the migration tap **OK**

The canned department that was migrated over to Pasta/Rice will now appear in your Pricebook grayed out and empty.

Tap **Back to Price Book** and then tap **Back to Home**
Users

After tapping you will see the image shown below.

You now have the ability to create users with different levels of access in the POS. There are 3 types of users:
- Administrator
- Manager
- Cashier

All 3 types of users come with default permissions. There is only one administrator account whose permissions cannot be edited. You can make changes to any other account and all of these permissions at any point in time.

After tapping you will see the image shown below.

Enter all of the user information first.

Select user type (choose 1)

Tap and you will see the image shown below.
After entering the user information and selecting the user’s role the next step is to set the permissions for the user. You can stay with the pre-set options or customize the permissions to your liking.

The first step will be to decide which tiles the user has access to. In order to grant access to the tile you must tap on the left side so the box is colored green. (Shown below)

If the box is green it means the user will be able to access the tile from the home screen. If the box is left white it will say “Restricted” on the home screen.

After deciding while tiles the user has access to, the next is deciding what permissions the user has within the tile. You do this by checking off the check boxes to the right of the name of the tile.

If a box is checked that means the user can perform the function. If the box in not checked the function will not even show up as available anywhere in the system.

Once you have selected the permissions for the new user tap OK. You are able to create as many users as you would like.

**Note:** There can only be ONE Administrator on the system.