

How To Create a Lightspeed EVO User

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HOW TO CREATE THE CORRECT USER PERMISSIONS WITHIN EVO

STEP 1 - ADD THE USER & PASSWORD

The first thing we need to do is add the user and password to EVO, this allows us to create the reports. You should have been sent a user name and password typically this is in the format of:

User = MTR

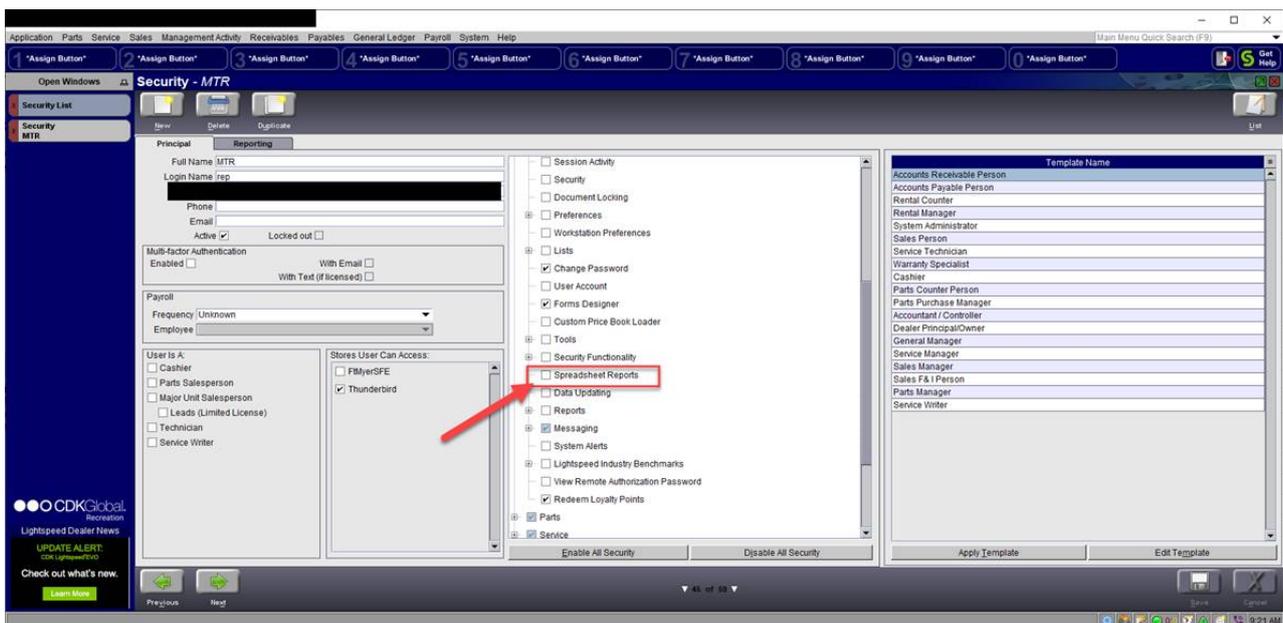
Email = support+(A NUMBER)@morethanrewards.com

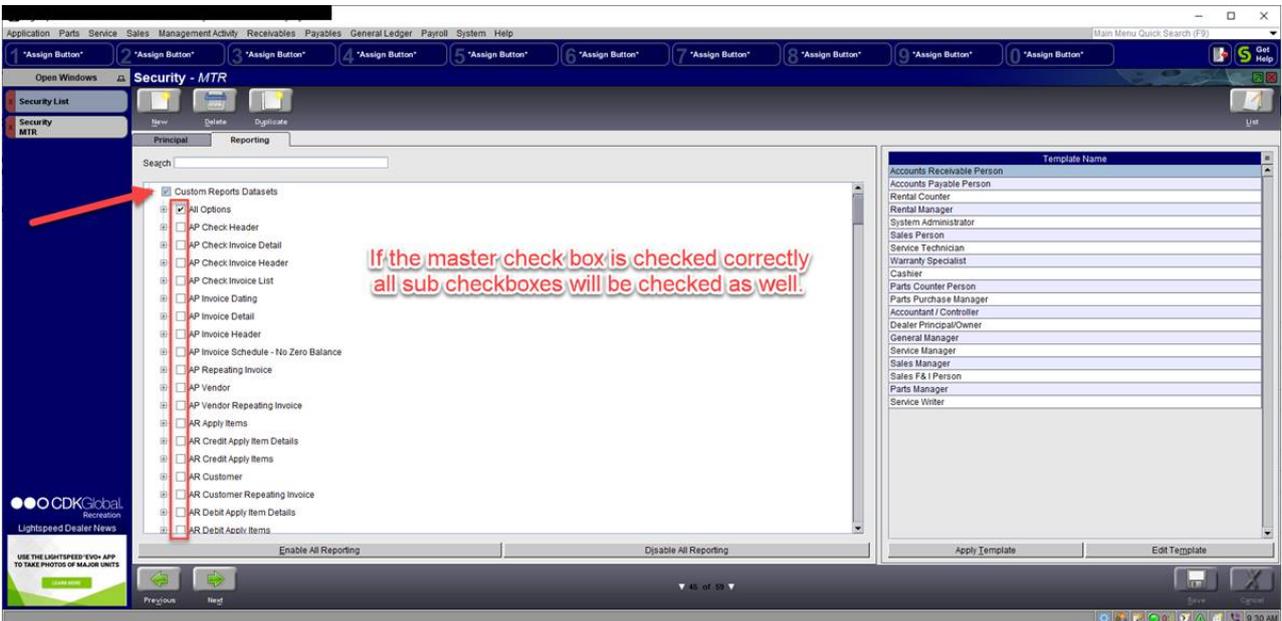
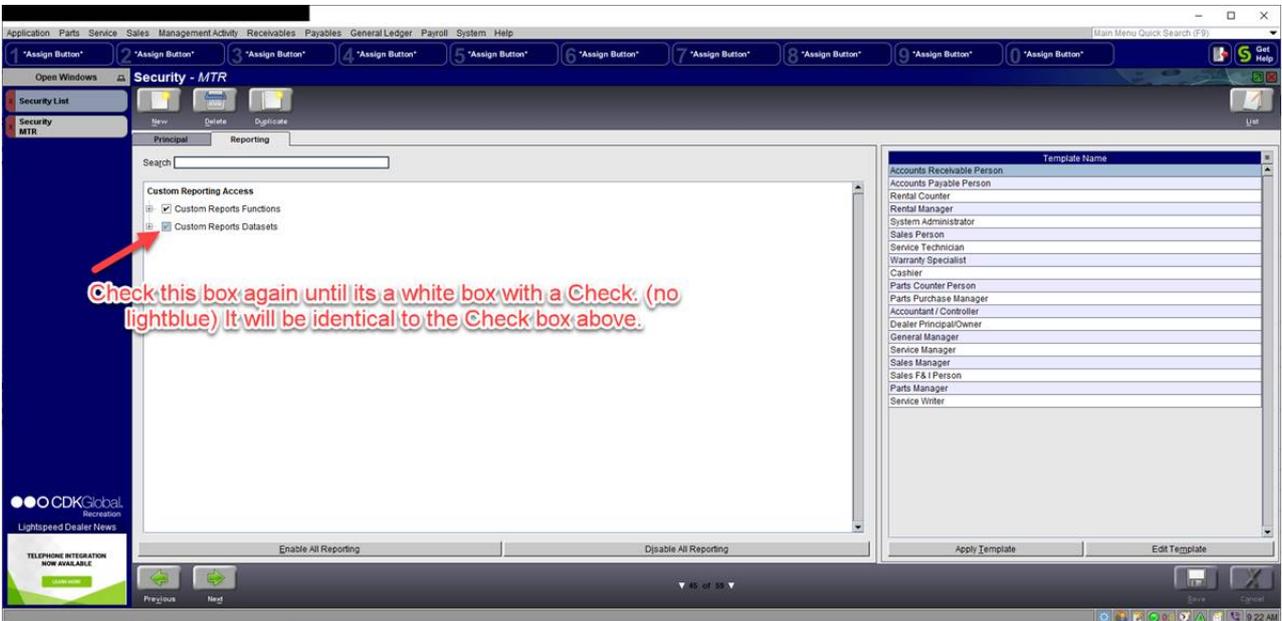
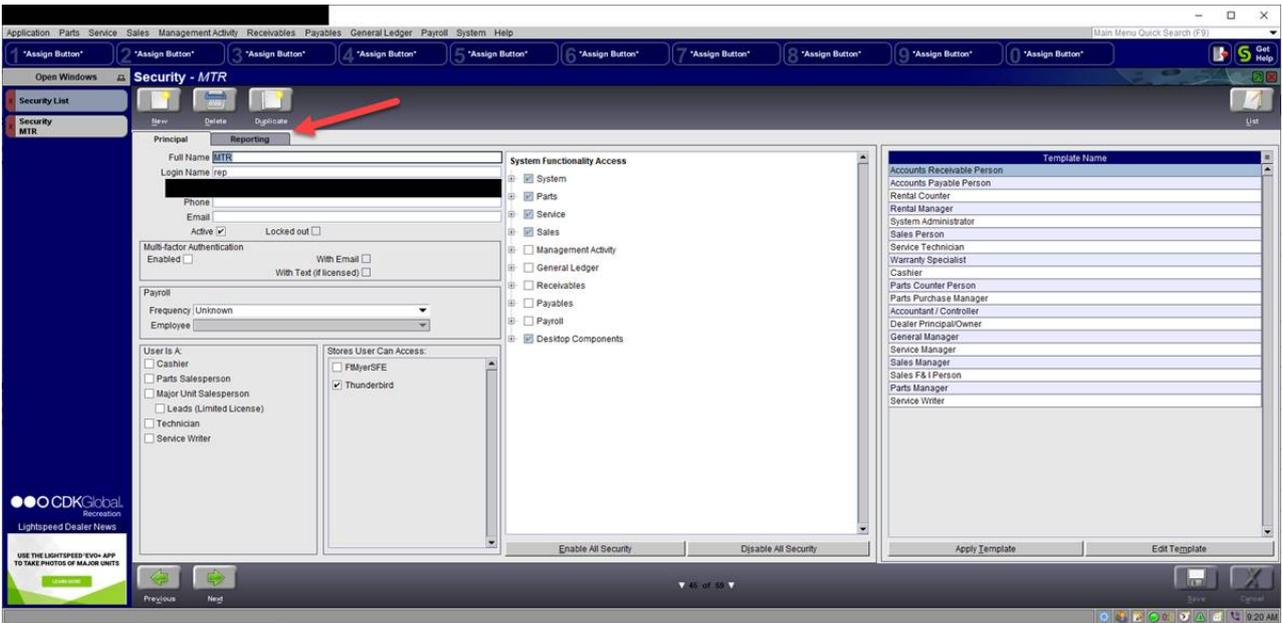
Password = temp123

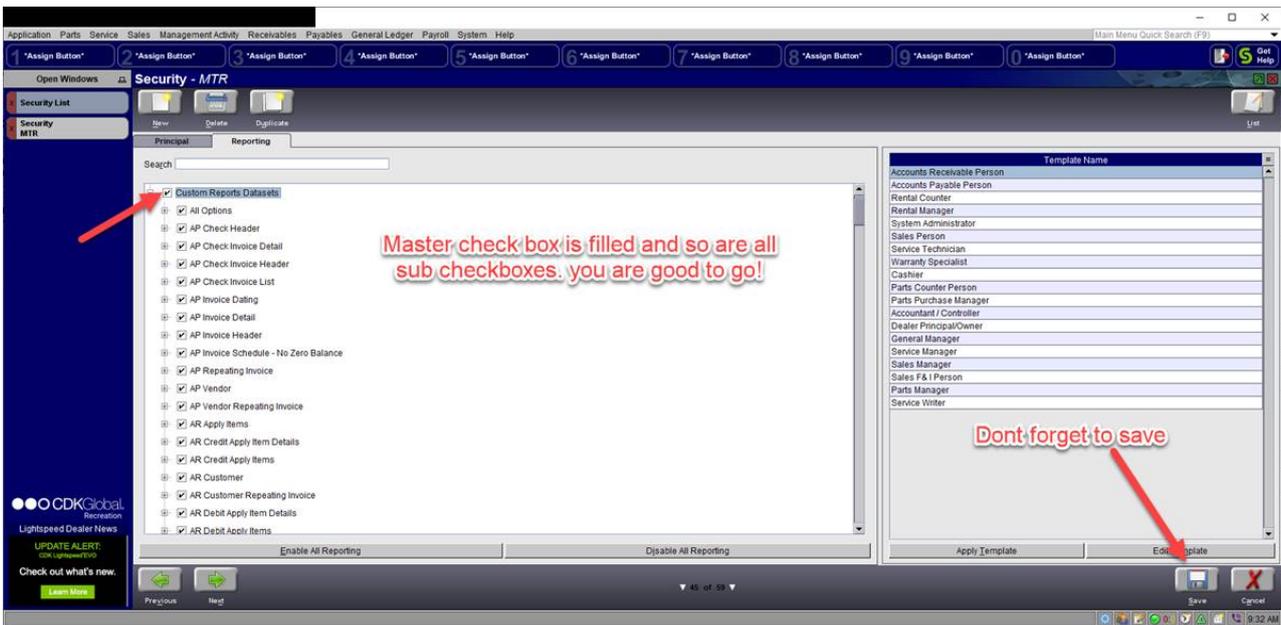
If you need to know what email address to use please call us at 414-326-4100, however, this should have been sent to you.

STEP 2 - ASSIGN THE PERMISSIONS TO THE USER USING THESE SCREENSHOTS

Follow along with these screens and give the user the correct permission so we can create the reports for you.







WE WILL CREATE THESE REPORTS ONCE THE USER IS ADDED FOR US

After you create your user and password in EVO the next step is to create a series of reports within the EVO system.

The reports will be named the following, if you need help creating these reports let us know.

- REPORTER – Bike Inventory
- REPORTER – Bike Sales Report
- REPORTER – Customer
- REPORTER – Parts Sales
- REPORTER – Store Inventory
- REPORTER – Service Sales History