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.





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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