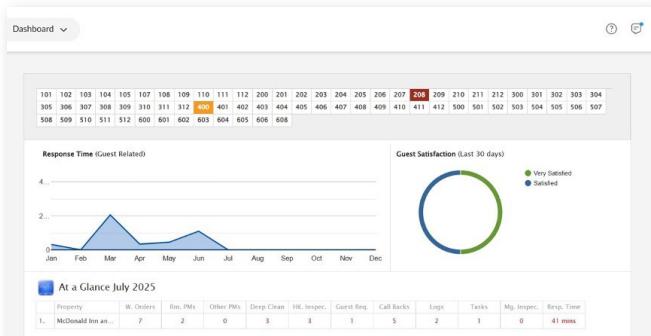


Creating a New User

Learn how to create a new user in Quore on the desktop. Corporate users, general managers, assistant managers, and operations managers can add users to all departments. Department heads can add users within their own department.

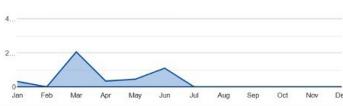
1. Log in to **Quore** on the desktop.



The dashboard displays the following data:

| Category | Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| 101 | 102 | 103 | 104 | 105 | 107 | 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | |
| 103 | 104 | 105 | 107 | 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | |
| 105 | 107 | 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | |
| 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | |
| 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | |
| 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | |
| 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | |
| 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | |
| 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | |
| 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | |
| 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | |
| 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | | | |
| 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 304 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Response Time (Guest Related):



Guest Satisfaction (Last 30 days):



At a Glance July 2025:

| Category | Value |
|--------------|--------------------|
| Property | McDonald Inn an... |
| W. Orders | 7 |
| Rm. PMs | 2 |
| Other PMs | 0 |
| Deep Clean | 3 |
| HC. Inspect. | 3 |
| Guest Rq. | 1 |
| Call Backs | 5 |
| Logs | 2 |
| Tasks | 1 |
| Mp. Inspect. | 0 |
| Resp. Time | 41 mins |

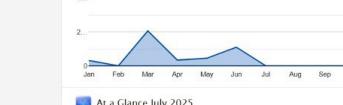
2. Click on the **App Switcher**.



The App Switcher displays the following data:

| Category | Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| 101 | 102 | 103 | 104 | 105 | 107 | 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | |
| 103 | 104 | 105 | 107 | 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | |
| 105 | 107 | 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | |
| 108 | 109 | 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | |
| 110 | 111 | 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | |
| 112 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | |
| 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | |
| 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | |
| 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | |
| 207 | 208 | 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | |
| 209 | 210 | 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | |
| 211 | 212 | 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | | | |
| 300 | 301 | 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 302 | 303 | 304 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 304 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Response Time (Guest Related):



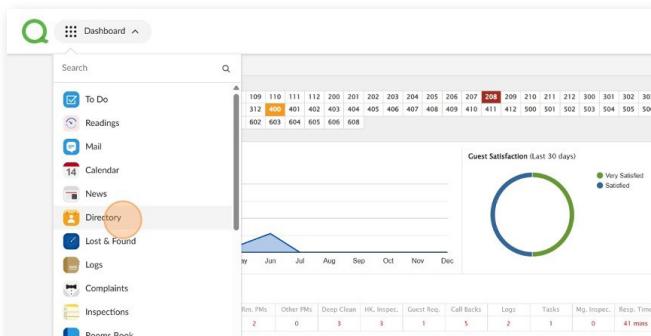
Guest Satisfaction (Last 30 days):



At a Glance July 2025:

| Category | Value |
|--------------|--------------------|
| Property | McDonald Inn an... |
| W. Orders | 7 |
| Rm. PMs | 2 |
| Other PMs | 0 |
| Deep Clean | 3 |
| HC. Inspect. | 3 |
| Guest Rq. | 1 |
| Call Backs | 5 |
| Logs | 2 |
| Tasks | 1 |
| Mp. Inspect. | 0 |
| Resp. Time | 41 mins |

3. Click on the **Directory app**.



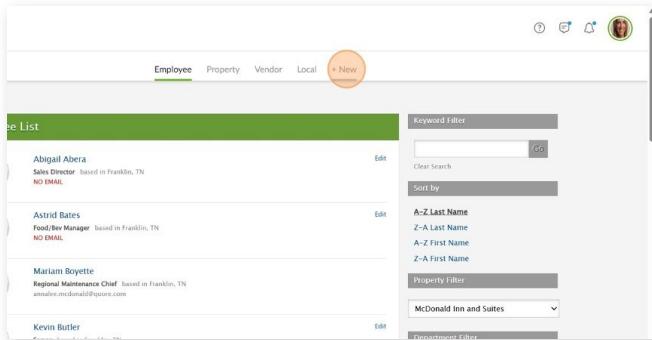
The sidebar shows the following apps:

- To Do
- Readings
- Mail
- Calendar
- News
- Directory
- Lost & Found
- Logs
- Complaints
- Inspections
- Rooms Book

The dashboard displays the same data as the previous screens.

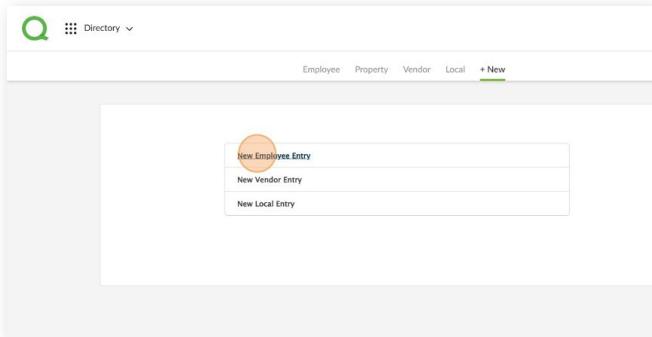
Creating a New User Continued

4. Click **+ New**.



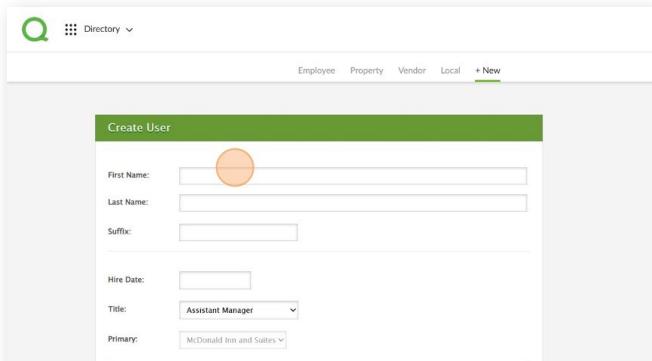
The screenshot shows the Quore interface with the 'Employee' tab selected. A list of employees is displayed, including Abigail Abera, Astrid Bates, Mariam Boyette, and Kevin Butler. At the top right, there is a green 'New' button. The interface includes search and filter options like 'Keyword Filter', 'Sort by', and 'Property Filter'.

5. Click **New Employee Entry**.



The screenshot shows the Quore interface with the 'Employee' tab selected. A dropdown menu is open, showing options: 'New Employee Entry' (which is highlighted with a red circle), 'New Vendor Entry', and 'New Local Entry'.

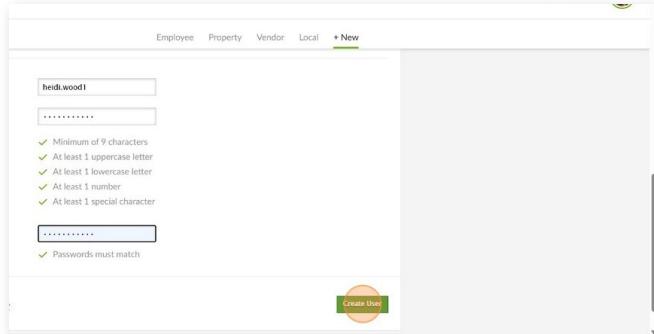
6. Fill in the fields on the **Create User** page.



The screenshot shows the 'Create User' page. The fields filled in are: First Name (John), Last Name (Doe), Suffix (None), Hire Date (1990-01-01), Title (Assistant Manager), and Primary (McDonald Inn and Suites). The 'Create User' button is at the bottom right.

Creating a New User Continued

7. When finished, click the green **Create User** button.



Employee Property Vendor Local + New

heidi.wood1

.....

✓ Minimum of 9 characters
✓ At least 1 uppercase letter
✓ At least 1 lowercase letter
✓ At least 1 number
✓ At least 1 special character

.....

✓ Passwords must match

Create User