Changing a Password

1. From menu at the top of the homepage, select Setup – General – Passwords

Sal	es Appointments	Clients	Inventory	Reports	Other	Tools	Set-up	Info	Clear Password Log Out	
							General .		Preferences	
	Sales		Book		Clients		Inventory		Salon Name	
	Jaies				Glients	Appointments		Hours of Operation		
							Sales Re	gister	Designators	
							Gift Certif	icates	Screen Colors	
							Clients		Set Logo Name	
							Operator	Files	Passwords	

2. When promoted, enter your "master password" user name and password and click 'Enter' on your keyboard. (*Note: If this is your first time setting up passwords, your default user name is 'master user' and your password is 'master1') It is recommended you change this password.

USEI Maille.							
master user							
Password:							
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Licor Nama:

3. From the 'For Operator' drop down box, choose which operator you would like to change.



4. Click the 'Change' button.

PASSWORDS								
General	Sales	Appts	Clients	Inventory	Reports	Other	Tools	Setup
For Operator	For Operator		Password		Eff. Time (Mins)		User Name	
Kyle	•	[5 Mins	•	Kyle	•	Delete

5. Next, enter a new 7-character password followed by clicking 'Enter' on your keyboard and finally, click the 'Accept' button.

PASSWORDS									
General	Sales	Appts	Clients	Inventory	Reports	Other	Tools	Setup	Accept
For Operator		Passy	word	Eff. Time (M	ins) l	Jser Name		Character	C
Kyle 🔻		?		5 Mins 🔻		Kyle		Change	Сору
	Enter New Password							Delete	Print