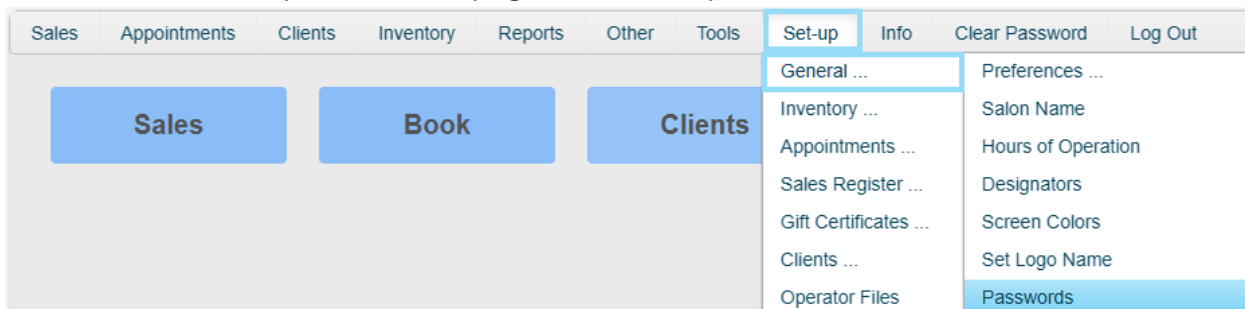


Changing a Password

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



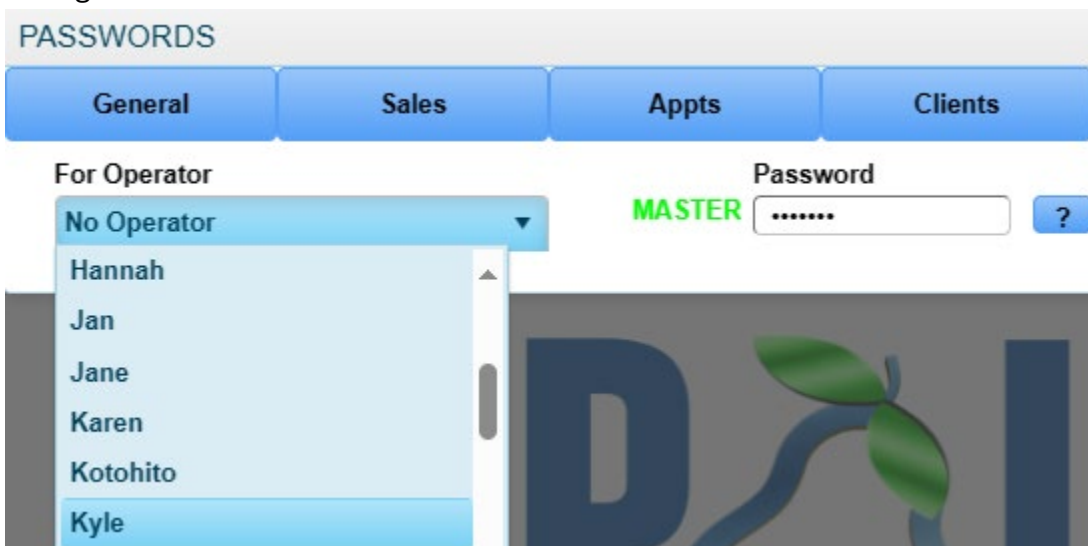
2. When prompted, enter your “master password” user name and password and click ‘Enter’ on your keyboard. (*Note: If this is your first time setting up passwords, your default user name is ‘master user’ and your password is ‘master1’) It is recommended you change this password.

User Name:

Password:

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



- Click the 'Change' button.

PASSWORDS

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

- 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 Kyle <small>Enter New Password</small>	Password [] ?	Eff. Time (Mins) 5 Mins	User Name Kyle	Change	Copy	Delete	Print		