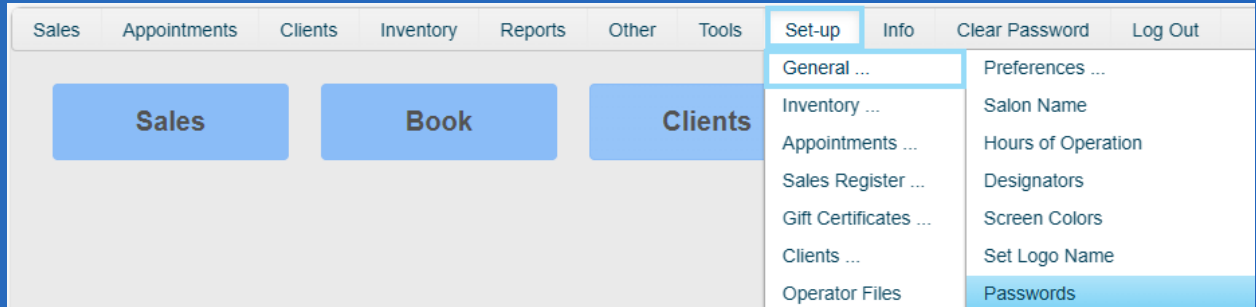



Changing a Password

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:
 

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

The screenshot shows the 'PASSWORDS' window with tabs for 'General', 'Sales', 'Appts', and 'Clients'. The 'For Operator' dropdown menu is open, listing 'No Operator', 'Hannah', 'Jan', 'Jane', 'Karen', 'Kotohito', and 'Kyle'. The 'Password' field contains 'MASTER' and a masked password '.....'. A question mark icon is visible next to the password field.

- Click the 'Change' button.

The screenshot shows the 'PASSWORDS' window with tabs for 'General', 'Sales', 'Appts', 'Clients', 'Inventory', 'Reports', 'Other', 'Tools', and 'Setup'. The 'For Operator' dropdown is set to 'Kyle'. The 'Password' field is masked with '.....'. The 'Eff. Time (Mins)' is set to '5 Mins' and the 'User Name' is 'Kyle'. The 'Change' button is highlighted with a red box.

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

The screenshot shows the 'PASSWORDS' window with tabs for 'General', 'Sales', 'Appts', 'Clients', 'Inventory', 'Reports', 'Other', 'Tools', 'Setup', and 'Accept'. The 'For Operator' dropdown is set to 'Kyle'. The 'Password' field is empty and highlighted with a red box. The 'Eff. Time (Mins)' is set to '5 Mins' and the 'User Name' is 'Kyle'. The 'Accept' button is highlighted with a red box.