Setting up passwords

Go into "Management"

image-1613651051209.jpg

Go into "Occasional Menu"

audit 2.jpg

Go into Passwords

passwords 1.jpg

You will see a list of names at the top of the screen and things you can have passwords on listed down the left. The names along the top are the staff members you have set up.

passwords 2.jpg

If you click the box below the staff name you want to enter a password for

passwords 3.jpg

It will show the box below for you to enter the password

passwords 4.jpg

Once you have set the password up for a member of staff you can choose what that password has access to by taking the tick out of all and putting it under the staff name.

When you have Finished press finish at the bottom left.

passwords 6.jpg

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