

Setting up passwords

Go into "Management"

[image 1613651051209.jpg](#)
image not found or type unknown

Go into "Occasional Menu"

[audit 2.jpg](#)
image not found or type unknown

Go into Passwords

[passwords 1.jpg](#)
image not found or type unknown

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](#)
image not found or type unknown

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

[passwords 3.jpg](#)
image not found or type unknown

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

[passwords 4.jpg](#)
image not found or type unknown

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](#)
image not found or type unknown

Revision #2

Created Thu, Mar 11, 2021 3:20 PM by [Simon](#)

Updated Wed, May 10, 2023 12:40 PM by [Simon](#)