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Assigning a manual password to an employee

Sam Taylor
1 year ago · Updated

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Follow these steps to add a password to an employee account.

From the Home Screen, click Settings, then click Employees. Then click on the employee you want to set a password for.

Then, click Edit Employee (also, the employee's username is in parentheses next to their name if needed):

Help

Then, at the bottom of the screen find the section where the password can be input and confirm a new password:

Chris Pratt (chrisp)

| Profile | Admin |

Save   **Cancel**

Address

Apt./Suite

City

State

Zip

Home Phone

Cell Phone

Email

Emergency
Contact

Email a password configuration link to employee.

Password

Confirm
Password

Employee PIN   440987

After entering the (new) password twice, scroll back up to where you initially pressed Edit Employee and now click Save.

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