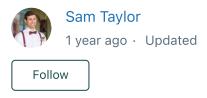


# Assigning a manual password to an employee

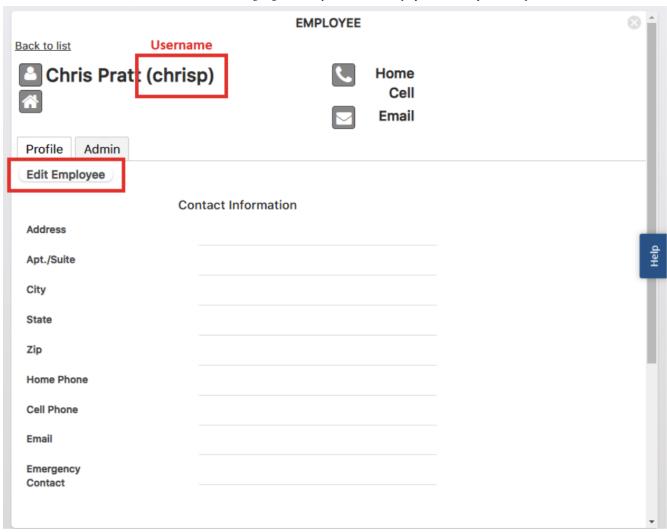


Follow these steps to add a password to an employee account.

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	C
Address	
Apt./Suite	
City	
State	
Zip	
Home Phone	
Cell Phone	
Email	
Emergency Contact	
Email a password configuratio	n 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.







Was this article helpful?

Yes

No

1 out of 1 found this helpful

Return to top ^

### Recently viewed articles

Adding KPI Reports to a Store

Adding a New Item Type

Adding a KPI to an Employee

Accounts Receivable

Gift Cards: Setup & Use

#### **Related articles**

**Custom Pricing For An Account** 

**Balancing Cash Drawers** 

Adding a New Item Type

Adding a KPI to an Employee

Transferring items between accounts.

#### **Comments**

0 comments

2			
Po the first to writ	o o comment		
Be the first to writ	e a comment.		

SMRT Systems Help Center