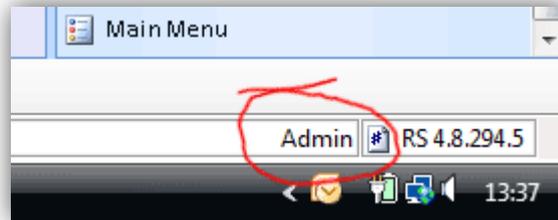


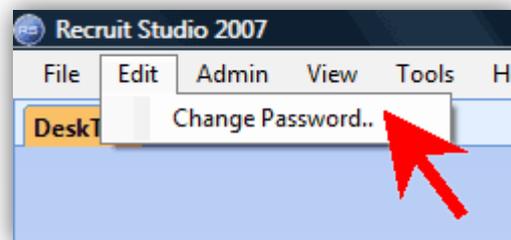
How do I add a password?

In most multi-user environments, it is recommended that a password be created for the Admin user as well as any other user who has Admin privileges, such as access to the Admin menu or who is able to delete records. If you want to edit a password, the process is the same as or adding a new password.

1. Log in as the user whose account you want to add/edit a password to. Check you who are logged in as at the bottom right corner.



2. Go to the Edit menu and choose 'Change Password'.



3. Enter the current password. If you don't yet have one, leave this box blank. Enter the new password into the 2 boxes underneath.

The passwords are not case sensitive and can contain letters or numbers. They must be a maximum of 8 characters in length.



4. Click 'Ok'. When you next log in you will be asked to enter the new password.