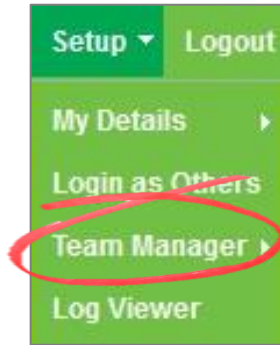


## ALTERING USERNAMES & PASSWORDS AS AN ADMINISTRATOR

Hover on Setup and click on Team Manager:



The following screen will subsequently appear:

Team Manager										Add Team Member		Bulk Activity Codes		Opening Balances		Leave Calendar		
search :		user status : active		location : -- All --		go												
viewing records : 1 to 6 of 6																		
Team Member	Job Title	Access Level	Email / Username	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)									
Bill Fletcher		Other	bill@hugefarm.co.nz / bill	10.00	salary	fortnightly	55000.00	Full-time	• Equinox Farms • Rainbow Farm									
Dami Rivista		Farm Manager	D	10.00	salary	fortnightly	52000.00	Full-time	• Equinox Farms									
David Maxwell		Other	mcrarer@orcon.net.nz / Da	10.00	salary	fortnightly	52783.64	Full-time	• Rainbow Farm									

To select a Team Member, click anywhere on their line. The following screen will appear:

Team Manager		Add Team Member		My Payslips		Uploa									
Edit Team Member		Dami Rivista													
General		Employment Details		Payroll		Payroll Audit		Notes		User Files		Skills		Preferences	
Username : *		D													
Password : *								8 characters (minimum 2 numbers, case sensitive)							
First Name : *		Dami													
Last Name : *		Rivista													
Employee Type : *		Full-time													
Remuneration Type : *		salary													
Email Address :															
Job Title :															
Primary Location :		Equinox Farms													
Other Locations :		select ...													
Access Level :		Farm Manager													
Health and Safety Responsibility Level :															
Daily Contracted :		0													
Pay Week Ending Day :		Sunday													
Exclude from dashboard :		<input type="checkbox"/>													
Roster display colour :		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
Hide rostered days off :		<input checked="" type="checkbox"/>													
Exclude from Rosters and Tasks :		<input type="checkbox"/>													
Access Timesheet Viewer Report :		<input type="checkbox"/> * this overrides access level													
Timesheet Supervisor :		<input type="checkbox"/>													
												save >>			

To change the Username, edit the Username field:

The screenshot shows the 'Edit Team Member' form for 'Dami Rivista'. The 'General' tab is selected. The 'Username' field is highlighted with a red box and contains the text 'D'. Below it, the 'Password' field is visible with a note: '8 characters (minimum 2 numbers, case sensitive)'.

**NB: The Username is not case sensitive**

To change the Password, edit the Password Field:

The screenshot shows the 'Edit Team Member' form for 'Dami Rivista'. The 'General' tab is selected. The 'Password' field is highlighted with a red box. The 'Username' field above it contains 'D'. The 'Password' field has a note: '8 characters (minimum 2 numbers, case sensitive)'.

**NB: The Password is case sensitive and must be no less than 8 characters long with a minimum of two numbers**

Click Save when you have altered the Username and/or Password:

The screenshot shows the 'Edit Team Member' form for 'Dami Rivista' with the 'General' tab selected. The form contains various fields: Username (\* D), Password (\* 8 characters (minimum 2 numbers, case sensitive)), First Name (\* Dami), Last Name (\* Rivista), Employee Type (\* Full-time), Remuneration Type (\* salary), Email Address, Job Title, Primary Location (Equinox Farms), Other Locations (select ...), Access Level (Farm Manager), Health and Safety Responsibility Level, Daily Contracted (0), Pay Week Ending Day (Sunday), Exclude from dashboard, Roster display colour (test), Hide rostered days off (checked), Exclude from Rosters and Tasks, Access Timesheet Viewer Report (\* this overrides access level), and Timesheet Supervisor. The 'save >>' button at the bottom right is highlighted with a red circle.

Once you have saved the Username and/or Password, the password will disappear – this is normal:

Team Manager		Add Team Member	My Payslips	Uploa			
Edit Team Member		Dami Rivista					
General	Employment Details	Payroll	Payroll Audit	Notes	User Files	Skills	Preferences
Username : *		<input type="text" value="D"/>					
Password : *		<input type="password"/> 8 characters (minimum 2 numbers, case sensitive)					