


## How to change an employee's temporary password

1. Tap the **Menu** icon  at the top left.
2. Tap **Employees**.
3. Tap the edit icon on the right of the employee whose password you are changing.
4. Tap **Reset Password**.
5. Add a new temporary (minimum of 12 characters) password. The employee will be prompted to change this the first time they log in.
6. Tap **Reset Password** when you're done.