

Administrator Accounts and Passwords

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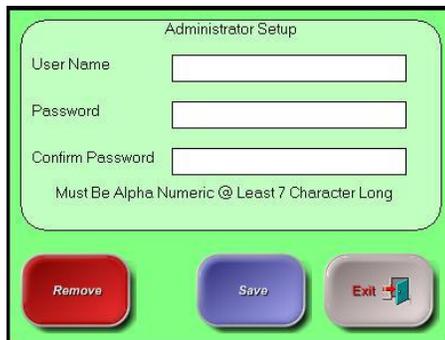
Caution!! Please remember your username and password!! You will have to call your software provider if you cannot access your username or password.

Access to Administrative functions in MicroSale requires a combination User Name and Password login after the standard login with an ID number or magnetic card. All access to these Administrative Account functions is logged. Administrative Account functions include credit card processing setup, clearing the credit card batch, changing the terminal configuration parameters, changing employee Administrative privileges, and viewing MicroSale Event Logs. Each Employee with Administrative access must have a unique User Name. Passwords must be at least seven characters long using both alphabetic and numeric characters. Passwords for Administrative Accounts must be changed at least every 90 days, and a new Password cannot be the same as the previous 4 Passwords used with that User Name. Each Manager must setup his or her own Administrator account for MicroSale. Employees cannot setup or change Administrative account User Names or Passwords for other users.

Account Setup

Go to the Manager Menu, and press the **Employee Maintenance** button. On the Employee Menu, press **Employee Maintenance** again. Select your own name from the drop-down menu, and press the **Administrator Setup** button at the bottom of the screen.

MicroSale will ask if you would like to create a new account. Press the **Yes** button to load the Administrator Account Setup window. Type a new **User Name** for the account. Type an alpha-numeric *Password* that is 7 characters long or more. The Password will be masked onscreen. To confirm the Password, type it again in the *Confirm Password* box. Then press **Save**.



Administrator Setup

User Name

Password

Confirm Password

Must Be Alpha Numeric @ Least 7 Character Long

Remove Save Exit



Administrator Setup

User Name

Password

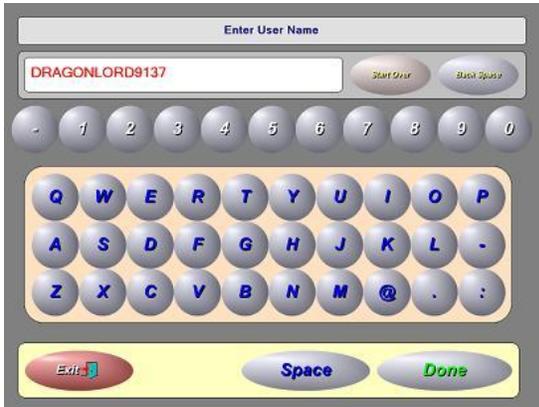
Confirm Password

Must Be Alpha Numeric @ Least 7 Character Long

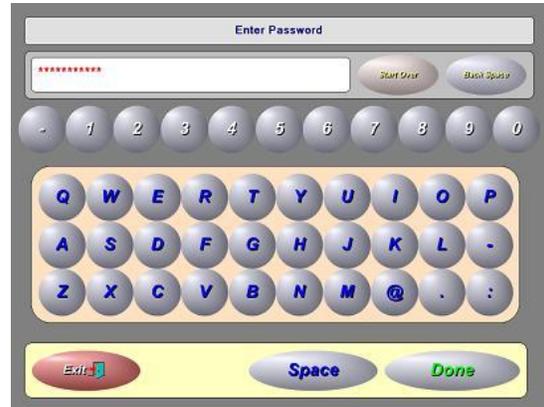
Remove Save Exit

Login for Administrator Functions

When accessing Administrative functions in MicroSale, you will be prompted with the Administrator login keyboard. Type your User Name, and press **Done**. Then type your Password, and press **Done**.



The image shows a virtual keyboard interface for entering a user name. At the top, there is a label 'Enter User Name' and a text input field containing 'DRAGONLORD9137'. To the right of the input field are two buttons: 'Start Over' and 'Back Space'. Below the input field is a numeric keypad with keys 0-9 and a '-' key. Underneath is a QWERTY keyboard layout with keys for letters, numbers, and symbols. At the bottom, there are three buttons: 'Exit' (with a red arrow icon), 'Space', and 'Done'.



The image shows a virtual keyboard interface for entering a password. At the top, there is a label 'Enter Password' and a text input field containing a series of asterisks. To the right of the input field are two buttons: 'Start Over' and 'Back Space'. Below the input field is a numeric keypad with keys 0-9 and a '-' key. Underneath is a QWERTY keyboard layout with keys for letters, numbers, and symbols. At the bottom, there are three buttons: 'Exit' (with a red arrow icon), 'Space', and 'Done'.

NOTE: Four failed login attempts will lock the account for 30 minutes preventing the use of and access to that Administrative account.

Changing Administrator Account Usernames and Passwords

Go to the Manager Menu, and press the **Employee Maintenance** button. On the Employee Menu, click Employee Maintenance again. Select your own name from the drop-down menu, and press the **Administrator Setup** button at the bottom of the screen. Login with your current Administrator User Name and Password.

Type a new User Name or Password or both. If you are changing your Password, remember to also type your new Password in the *Confirm Password* box.



The image shows a screen titled 'Administrator Setup'. It has three input fields: 'User Name' with the text 'MANAGER', 'Password' with masked characters, and 'Confirm Password' with masked characters. Below the fields is a note: 'Must Be Alpha Numeric @ Least 7 Character Long'. At the bottom of the screen are three buttons: 'Remove' (red), 'Save' (purple), and 'Exit' (grey with a red arrow icon).

Remember:

1. Each Administrator Account must have its own unique User Name.
2. Passwords must be at least seven characters long using both alphabetic and numeric characters.
3. Passwords must be changed at least every 90 days.
4. New Passwords for an Administrator Account cannot be the same as the previous 4 Passwords used for that account.