
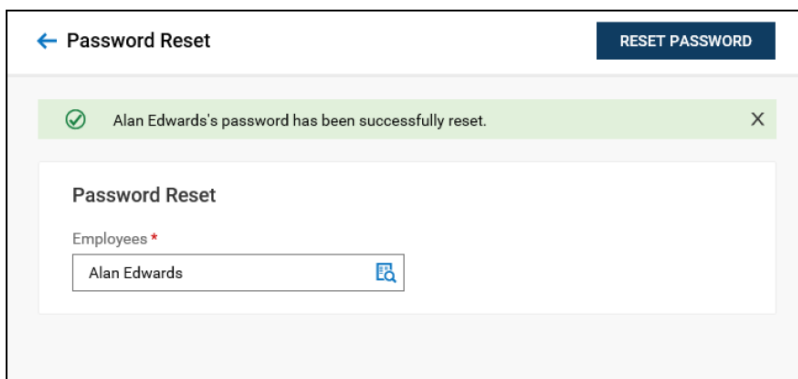


Reset an Employee Password

Navigation: Team tab > HR > Employee Maintenance > Password Reset

1. In the Employees field, click the **View List of Employees** icon. 
2. In the Browse and Select Employees dialog box, click the check box beside the desired employee(s), then click **Apply**.
3. Click **Reset Password**. Default password is Time123#1. Employee will be required to choose a new password at next login.


NOTE: Password must be 8 characters and contain upper case, lower case, number, symbol

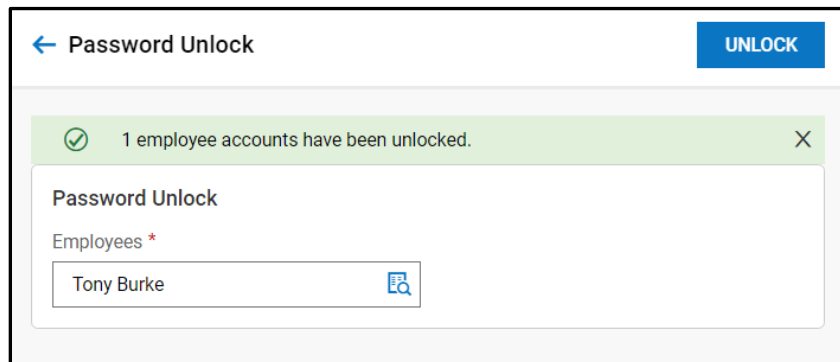


The screenshot shows a 'Password Reset' dialog box. At the top left is a back arrow and the text 'Password Reset'. At the top right is a blue button labeled 'RESET PASSWORD'. Below this is a green success message: 'Alan Edwards's password has been successfully reset.' with a checkmark icon and a close 'X' icon. The main content area is titled 'Password Reset' and contains a label 'Employees *' above a search input field. The input field contains the text 'Alan Edwards' and a 'View List of Employees' icon.

Unlock an Employee Account

Navigation: Team tab > HR > Employee Maintenance > Password Unlock

1. In the Employees field, click the **View List of Employees** icon. 
2. In the Browse and Select Employees dialog box, click the check box beside the desired employee(s), then click **Apply**.
3. Click **Unlock**



The screenshot shows a 'Password Unlock' dialog box. At the top left is a back arrow and the text 'Password Unlock'. At the top right is a blue button labeled 'UNLOCK'. Below this is a green success message: '1 employee accounts have been unlocked.' with a checkmark icon and a close 'X' icon. The main content area is titled 'Password Unlock' and contains a label 'Employees *' above a search input field. The input field contains the text 'Tony Burke' and a 'View List of Employees' icon.