

# Payroll LionClock

## Forgot Admin Passcode

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**SOFTWARE NOTE:** The LionClock software is NOT Tab Wizard software. TabWizard kindly links a bridge (button) to the LionClock software so the user may take advantage of a payroll software. Tab Wizard can assist in basic functionality. All other support will need to go through LionClock Directly.

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To gain **Admin access** into the **LionClock** software

1. Click the Windows >Start button
2. Select "Run" or type in the search box the following:

**"C:\Program Files\LionClock\LionClock.exe" /sp**  
(*exactly as typed with quotes attached*)

3. Select >Enter on the keyboard
  4. LionClock will then open in **Admin mode**
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**You will then need to change the current admin code to something new**

1. Select >**Manage** >**Options**
2. Click the >**Settings** tab
3. Enter the **New Password** in the box
4. **Re-enter** the New Password
5. Click >**Apply**

**Note:** When complete, The LionClock program needs to be closed and re-opened for settings to take affect.

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