

TabWizard

Forgot Clerk Password

Issue: Forgot Clerk Password

Overview

If a **clerk password** has been forgotten, it can be quickly and safely recovered using one of two methods, depending on the version of TabWizard you are using.

🔑 Newer TabWizard Systems

If you're using the latest version of TabWizard:

Steps to Recover Clerk Passwords:

1. From the top of the TabWizard screen, select Logout.
 2. Log back into TabWizard using a Manager (MGR) or Leader (LDR) admin password.
 3. Navigate to:
Settings > Setup > Special Setup > Clerk Setup
 4. On the Clerk Setup screen, press the **Show/Hide** button to reveal all **Clerk** and **Manager passcodes**.
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📁 Older TabWizard Systems

If you're using a legacy version of TabWizard:

Steps to Recover Clerk Passwords:

1. In TabWizard, select:
Main > Exit to Windows
 2. Click the **Windows Start** button.
 3. Open **File Explorer** (or "My Computer").
 4. Navigate to the following folder:
C:\Program Files\TabWizTouch
 5. Scroll past all the yellow folders to view the files below.
 6. Locate the file: **ClerkPasswordViewer.exe** (or *labeled CPV.exe*)
 7. Double-click this utility to launch it.
 8. The window will display all **Clerk** and **Manager passcodes**.
 9. When finished, close both the utility and Windows Explorer.
 10. Reopen **TabWizard** from the desktop shortcut.
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💡 **Tip:** It's best practice to review passwords periodically and restrict access to this process to authorized staff only.
