

Password Management in TabWizard

TabWizard offers two types of password management to enhance security and operational efficiency:

1. Clerk Passwords

Clerk Passwords grant individual access to the TabWizard system, linking each password to specific clerk names and initials. The initials are displayed in the transaction journal to identify which clerk executed particular transactions.

2. Feature Passwords

Feature Passwords are designed for management to secure sensitive areas of the system that are not typically accessible to regular clerks. These passwords act as "backdoor" entries, allowing authorized personnel to access specific features if permitted by management.

Details of Clerk Passwords:

- **Administrative Clerk Passwords:** These passwords provide unrestricted access to all functionalities within the TabWizard system. There are two default Administrative accounts:
 - **MGR (Manager)**
 - **LDR (Leader)**

Administrators using these accounts do not require Feature Passwords to operate the system.

Example of Feature Password Usage: Suppose a clerk named Dennis (initials DZ) needs to generate a Product Report. He would navigate through: Report > Sales Reports > Product Report. If this report is secured with a Feature Password, Dennis must enter it to access the report. If he lacks the password, he might request management for access. However, as an administrator with MGR or LDR credentials, Dennis could access the report directly, bypassing the Feature Password.

Important Reminder for Management: Management should remember their MGR and LDR passwords to maintain seamless access and control. If these passwords are forgotten, TabWizard support can assist in recovery for a fee.

TabWizard Support Line: 253-856-1945