

## Change the administrator password and create an administrator swipe card



The screenshot shows a 'Change Password' dialog box with a blue title bar. Below the title bar is a 'Help' link. The main title is 'Change Administrator Password'. There are three input fields: 'Old Password' with '\*\*\*\*\*', 'New Password' with '\*\*\*\*\*', and 'Verify New Password' with '\*\*\*\*\*'. Below the fields are three buttons: 'Enter Administrator Swipe', 'Update', and 'Cancel'.

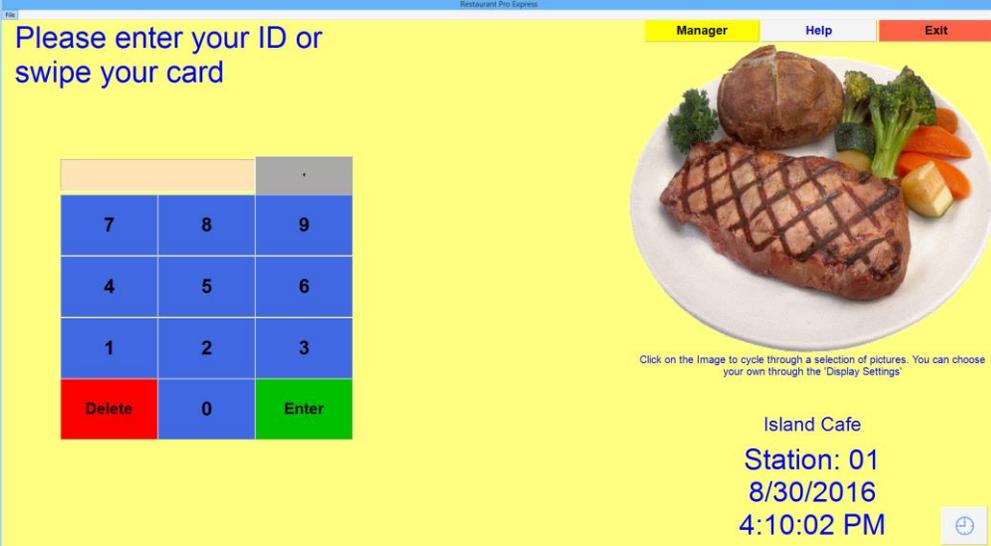
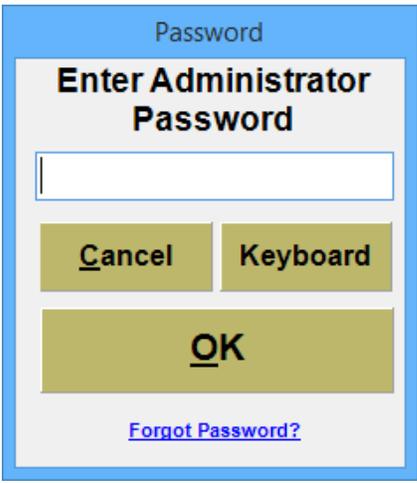
The administrator password is a “super password” which can be used anywhere in CRE/RPE. It is “admin” by default and is **required** to be changed immediately for security reasons.

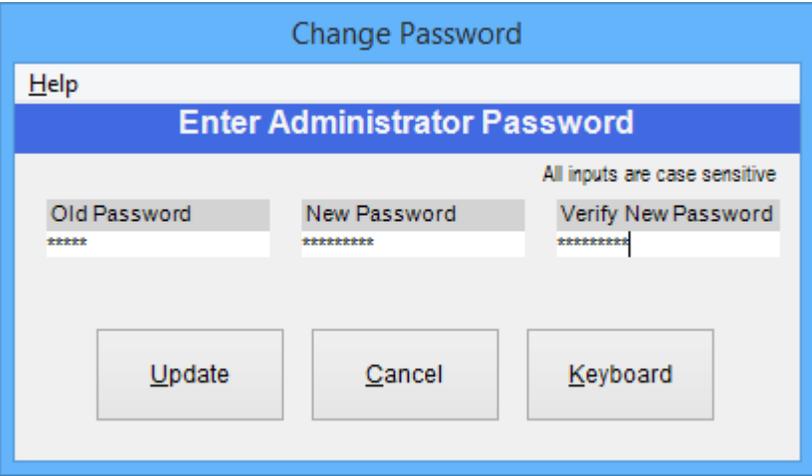
For added security, create an administrator swipe card so that nobody watches you type this important password.

**\*\*Note\*\*** Due to PCI Compliance using a swipe card for Administrative Access is only available in CRE with version **12.60504** and older.

## How to change the administrator password

To change the administrator password, open CRE/RPE and follow these steps.

 <p>1. Select <b>File</b> and then <b>Change Password</b>.</p>	
 <p>2. Where prompted, provide the old administrator password (<b>admin</b> by default)</p> <p>3. Press <b>OK</b></p>	

	<ol style="list-style-type: none"><li>4. In the <b>Old Password</b> field enter the same password you used for the Enter Administrator Password Prompt</li><li>5. In the <b>New Password</b> field enter the new password. <b>**Requirements**</b> The administrative password must have at least <b>1 Uppercase Letter, 1 lowercase letter, and 1 number.</b></li><li>6. Select <b>Update</b></li></ol>
--	--

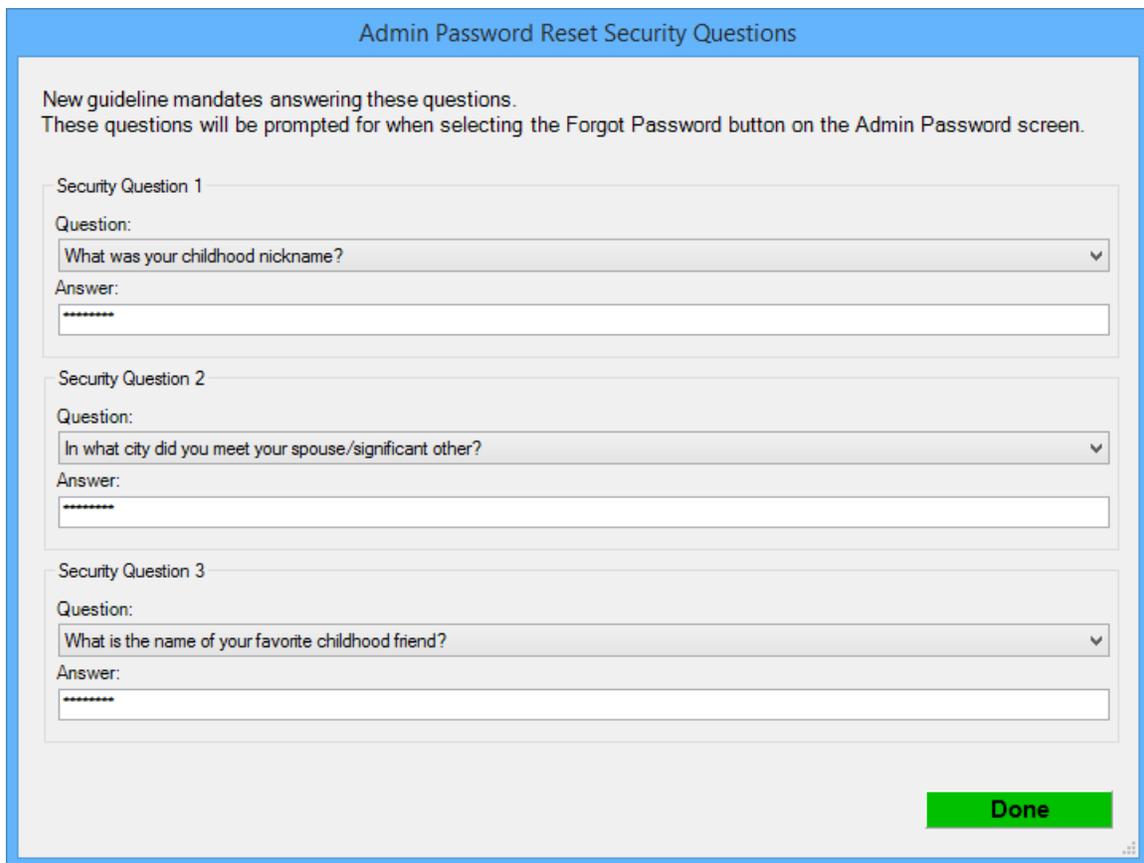
## How to Setup or Change Admin Password Reset Questions

The Admin password reset questions allow you change the administrative password in the event that it is forgotten. When you first start CRE and you use the admin password you will be prompted to setup these questions. Once the admin password has been changed from the default password it can only be changed again by:

Following the steps [above](#) and entering the current admin password.

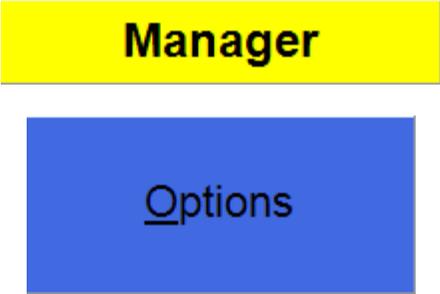
**OR**

Answering the admin password reset security questions that you've setup by clicking on "Forgot Password?" on the "Enter Administrator Password" prompt.

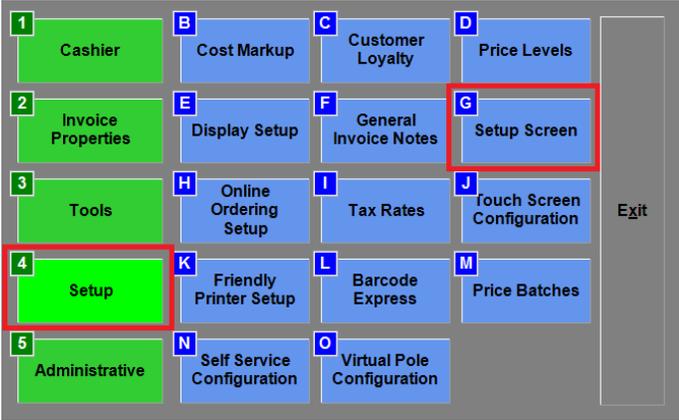


The screenshot shows a web interface titled "Admin Password Reset Security Questions". Below the title, there is a message: "New guideline mandates answering these questions. These questions will be prompted for when selecting the Forgot Password button on the Admin Password screen." The interface contains three sections, each for a security question. Each section has a "Question:" dropdown menu and an "Answer:" text input field with asterisks. The questions are: "What was your childhood nickname?", "In what city did you meet your spouse/significant other?", and "What is the name of your favorite childhood friend?". A green "Done" button is located at the bottom right of the form area.

If want to change the Admin Password Reset Questions after they have been setup, follow the steps on the next page.



1. To access the **Setup Security Questions** button, Press the blue **Options** button or Yellow **Manager** Button and enter your **Administrator** Credentials.



2. Press **Setup**, followed by **Setup Screen**

Setup Screen

Account Control | Company Info | Couponing | Hardware | Internet Features | Inventory | Invoice Settings

Payment Processing | Quick Invoicing & Alerts | Quick-Add | Receipt | Reports

Restaurant Features | Station Specifics | **System Access** | Touch Screen

Access | Time Clock | Labor Schedule Settings | **Password Policy**

Employee Passwords

Passwords valid for: 0 days (0 = Disabled)

Don't allow the same password: 0 time(s) in a row

Lock accounts after X failed login attempts: 0

Lock accounts for X minutes after exceeding failed logins: 0 minutes

Minimum password length: 3

Encryption Keys

Encryption key valid for: 0 days (0 = Disabled)

Admin Password Security Questions

**Setup Security Questions**

Scale | Update | Exit

3. Press **System Access**, followed by **Password Policy**, and then press the **Setup Security Questions** button.

Admin Password Reset Security Questions

New guideline mandates answering these questions.  
These questions will be prompted for when selecting the Forgot Password button on the Admin Password screen.

Security Question 1

Question: What was your childhood nickname?

Answer: \*\*\*\*\*

Security Question 2

Question: In what city did you meet your spouse/significant other?

Answer: \*\*\*\*\*

Security Question 3

Question: What is the name of your favorite childhood friend?

Answer: \*\*\*\*\*

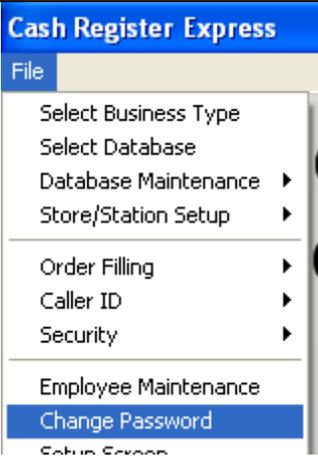
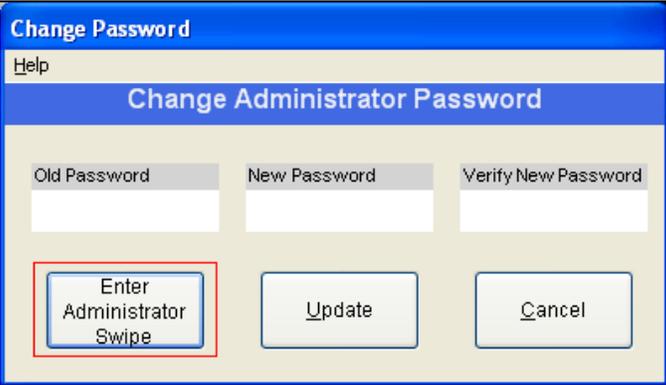
Done

4. Enter the Admin Password
5. Then setup the security questions and answers. They must be at **least 4 characters long**.
6. Press Done.

## Creating an administrator swipe card (only for versions 12.60504 and older)

A swipe card can be created so that the administrator password does not have to be typed (and possibly seen by someone who is not authorized to use it).

To create one, open CRE/RPE and follow these steps.

 <p>The screenshot shows the 'Cash Register Express' application window. The 'File' menu is open, and the 'Change Password' option is highlighted in blue. Other menu items include 'Select Business Type', 'Select Database', 'Database Maintenance', 'Store/Station Setup', 'Order Filling', 'Caller ID', 'Security', and 'Employee Maintenance'.</p>	<ol style="list-style-type: none"><li>1. Select <b>File</b> and then <b>Change Password</b>.</li></ol>
 <p>The screenshot shows the 'Change Password' dialog box. It has a title bar 'Change Password' and a 'Help' button. The main title is 'Change Administrator Password'. There are three input fields: 'Old Password', 'New Password', and 'Verify New Password'. Below the fields are three buttons: 'Enter Administrator Swipe' (highlighted with a red box), 'Update', and 'Cancel'.</p>	<ol style="list-style-type: none"><li>2. Select <b>Enter Administrator Swipe</b>.</li></ol>
 <p>The screenshot shows the 'Enter Administrator Password' dialog box. It has a title bar 'Password' and the main title 'Enter Administrator Password'. There is a single input field for the password. Below the field are two buttons: 'Cancel' and 'Keyboard'. At the bottom is a large 'OK' button.</p>	<ol style="list-style-type: none"><li>3. Provide the current administrator password and select <b>OK</b>.</li></ol>

 <p>The dialog box has a blue title bar with the text "Info Prompt" and a close button (X) on the right. The main area is light beige and contains the text "Enter new administrator swipe:" followed by a text input field. To the right of the input field are two buttons: "OK" and "Cancel".</p>	<p>4. Swipe a card through your card reader.</p>
 <p>The dialog box has a blue title bar with the text "Run Time Support" and a close button (X) on the right. The main area is light beige and contains an information icon (i) on the left and the text "Administrator swipe updated." on the right. Below the text is an "OK" button.</p>	<p>You can now swipe a card instead of entering your password!</p>