

Managing Passwords

Quick Reference Guide

Introduction

This Quick Reference Guide will assist you to manage password for Maestro clerk codes from Version 4.19.

It is assumed that the reader is familiar with Clerk Code Maintenance and Clerk Group Code Maintenance.

Setup and Configuration

Clerk	First Name	Surname	Group	DeptCode	Lang	PwdRenew	Active
NWIND	Northwind	Support	1				Y

<i>Clerk</i>	User defined Maestro clerk code. Maximum 8 characters.
<i>First Name</i>	User's first name.
<i>Surname</i>	User's last name.
<i>Group</i>	Clerk Group Code to which this user belongs to.
<i>DeptCode</i>	Department Code to which this user belongs to.
<i>Lang</i>	Language (Future use.)
<i>PwdRenew</i>	Password renewal days. Specify a numeric value. Maestro will force the user to change the password after this number of days from the last password change.
<i>Active</i>	Select 'Y' or 'N' to indicate the status of this clerk code.

Generating a password to a new clerk code.

Maestro requires a *Current Password*, even for a new clerk code. In order to generate a current password a user must be assigned with Authorized Function: Allow to reset other clerks' password (GB PWD).

Highlight the new clerk code and select Window | Password | Window | Reset Password. A dialogue box will appear requesting the reset of the password. Selecting OK will generate the current password. Write this password down. Use this as the current password.



Resting an existing password.

Highlight the clerk code and select Window | Password | Window | Reset Password.
A dialogue box will appear requesting the reset of the password. Selecting *OK* will reset the password.

Changing the Password.

Log in to a Maestro session and select Help | Clerk Options. Then click on the *Change Password* button.
Enter the Current Password, enter the New Password and reenter the New Password, then select *OK*.

Password Rules.

Password for Maestro clerk codes must be a minimum of 8 characters long with at least one digit.
Maestro supports a maximum of 10 characters.

Payment Card Industry (PCI) requires a password change at least every 90 days. You may dictate the number of days by entering an appropriate value in *PwdRenew* column within *Clerk code Maintenance* screen.