My Details

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Summary

Use this to update your user details

Setup

Field	Purpose
Full Name	*Enter your full name*
Email	*Enter your email address*
Location	*Choose your default Store (used for default Sales Store when placing POS and Telephone Orders)*
Change 4 Digit Auth Pin	*Set your Auth Pin; this is used to authorise discounts* *This option is only available to Superusers*
New Password	*Use this to set a new password* *A password must contain a lowercase and uppercase letters, at least one number and one punctuation symbol*

Enable Two Factor Authentication (2FA)

This is a recommended setting for enhanced security. This is done through the Google Authenticate application for both Android and iOs. Simply enable this and follow the steps on screen to setup 2FA.

This can be cancelled at any time.

Step 1:

Download Android App or Download iPhone/iPad App

Step 2:

Click 'add' and then 'scan QR code'

Step 3:

Scan the QR code below:



Step 4:

Enter the Two Factor Authentication (2FA) code shown and click confirm below:

Confirm Two Factor Authentication (2FA) code

Cancel/Disable Two Factor Authentication (2FA)

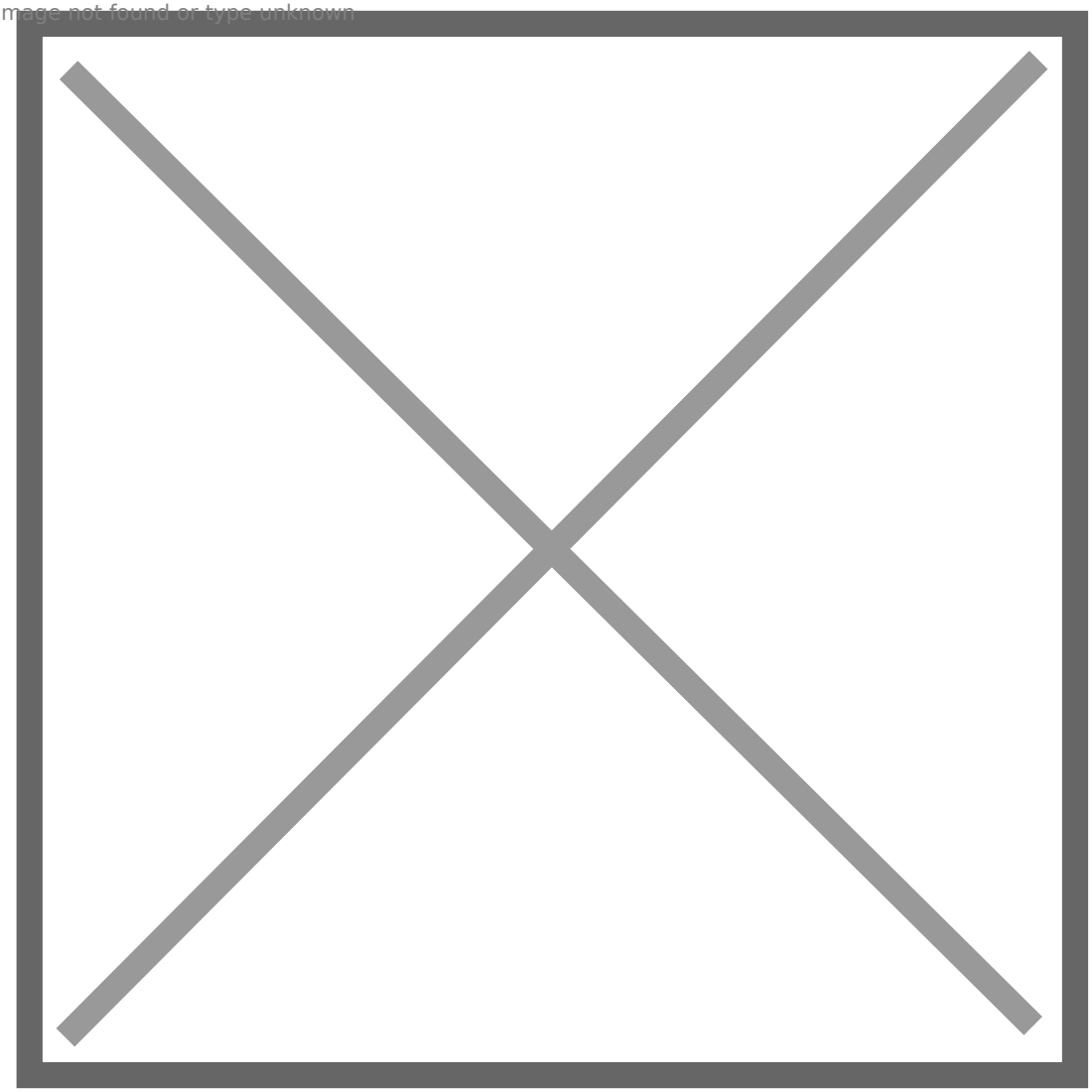
How to Change my Password

You can change your password easily from within the My Details screen in the CMS.

1. Navigate to your CMS.

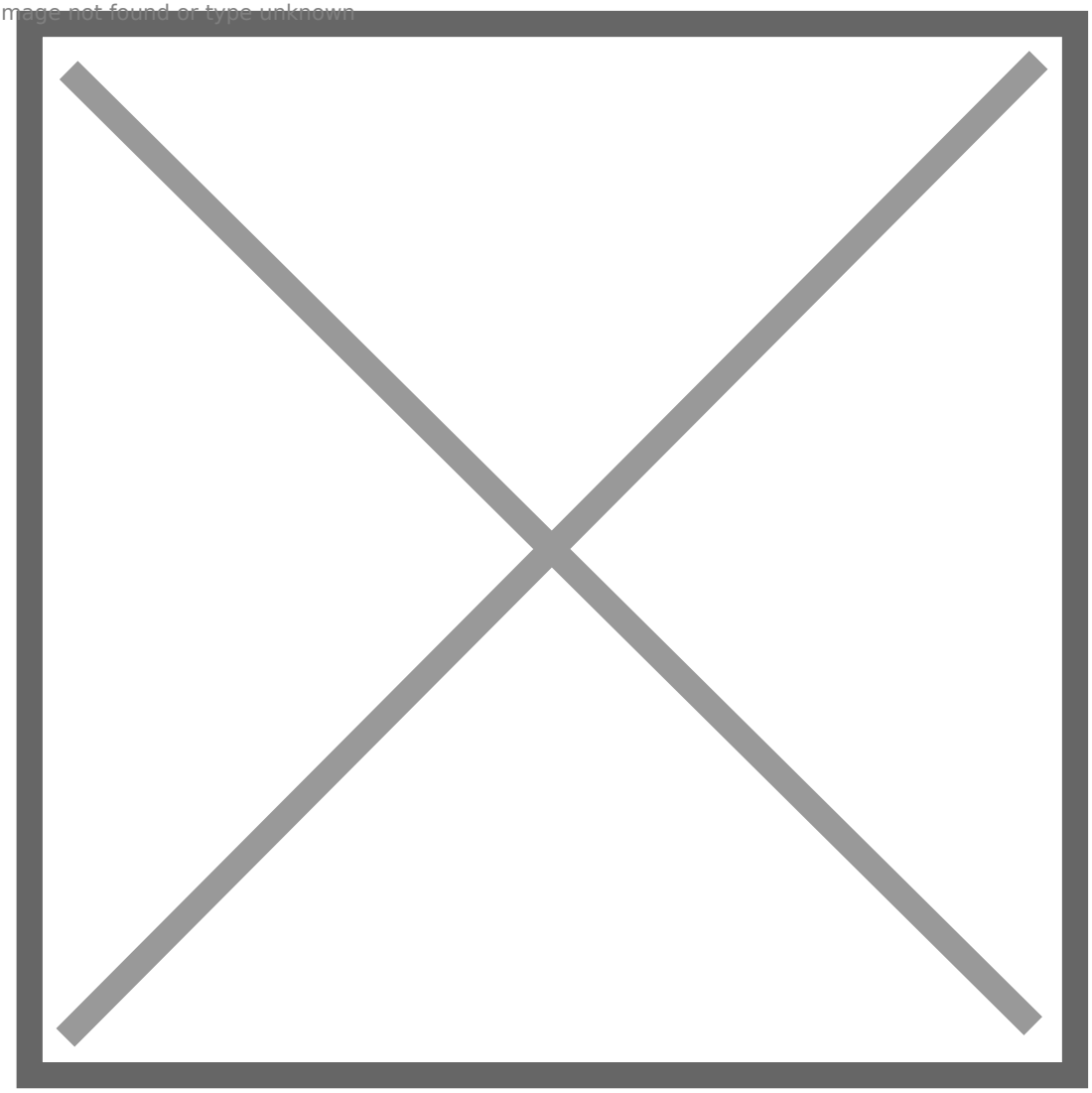
2. Click "My Details" under the Dashboard icon.

Image not found or type unknown



3. Enter the new password in both the New Password and Confirm New Password fields.

Image not found or type unknown



4. Click "Change my details" to confirm the new password.