

# Passwords



PestaRoo is protected by several layers and types of passwords. This protects your confidential data from local and safeguards you from internet hacks.

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## Initial Password

Effective version 2.22, when you first install PestaRoo your user name is 'user' and your password is 'user' (without quotes) This also applies to any updates after March 2007. Immediately after launching you will be asked to designate your own password for your business. This is called the 'user' password. This password will be used by all employees at your business and for you to use if you remotely connect to your copy of PestaRoo. Make this an easy to remember password since everyone will have to use it everyday. For example, if you select 'bugman' for your password, then every user, including yourself, will enter the account name 'user' and password 'bugman' at each file launch. You can not change the value of the account name. You can change your 'user' password. Perhaps because of a disgruntled employee? Then go to Manager's Access where you can reset and change the 'user' password. When you update PestaRoo your company 'user' password is preserved.

## Manager's Access Password

If you have never used Manager's Access, click the Home Page button labeled 'Set-up Manager's Access'. From there you'll be able to designate a Manager's Access password. Typically this is a very restricted password only known by the manager or owner of the business. This password can not be reset from your copy of PestaRoo. If you must reset this password, please contact us for a special utility for password reset. Manager's Access gives you access to more confidential numbers (Monthly and Yearly Statistics), and the ability to delete in-

voices and payments that normally can not be deleted. You also have access to multiple tables of "behind the scenes" data to edit payments, installments, write-offs, late fees, etc. If you edit data in manager's access be careful. These changes can not be undone! A backup before you make any changes here is very appropriate.