Version 1

Admin Area – Changing Your Admin Password

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team ensuring that your program is a success.

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How to Change Your Admin Password

1.   Roll your mouse over " Users"

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2.   Click on "Users"

3.   Select the user you wish to change the password for by selecting "View/Edit"

Users

New User

FIRST NAME	LAST NAME	EMAIL	USER TYPE	ADMIN ROLE		
Samantha	Eardley	samanthaeardley@example.com	User	Administrator	View/Edit	Delete

4.   The details will already be entered for this user as below:

Users

First Name: Samantha

Last Name: Eardley

Email: samanthaeardley@example.com

Password:

User Type: User

Role Template: Administrator

Disabled: ☐

Transaction Report Columns:

Save   Close

5.   Enter the new password (of your choice)

6.   Click "Save"

Support

If you have any questions, please contact The Loyalty Box.

South African Contact Number: 010 020 0601

International Contact Number: (+27)10 020 0601

Email Address: support@theloyaltybox.com