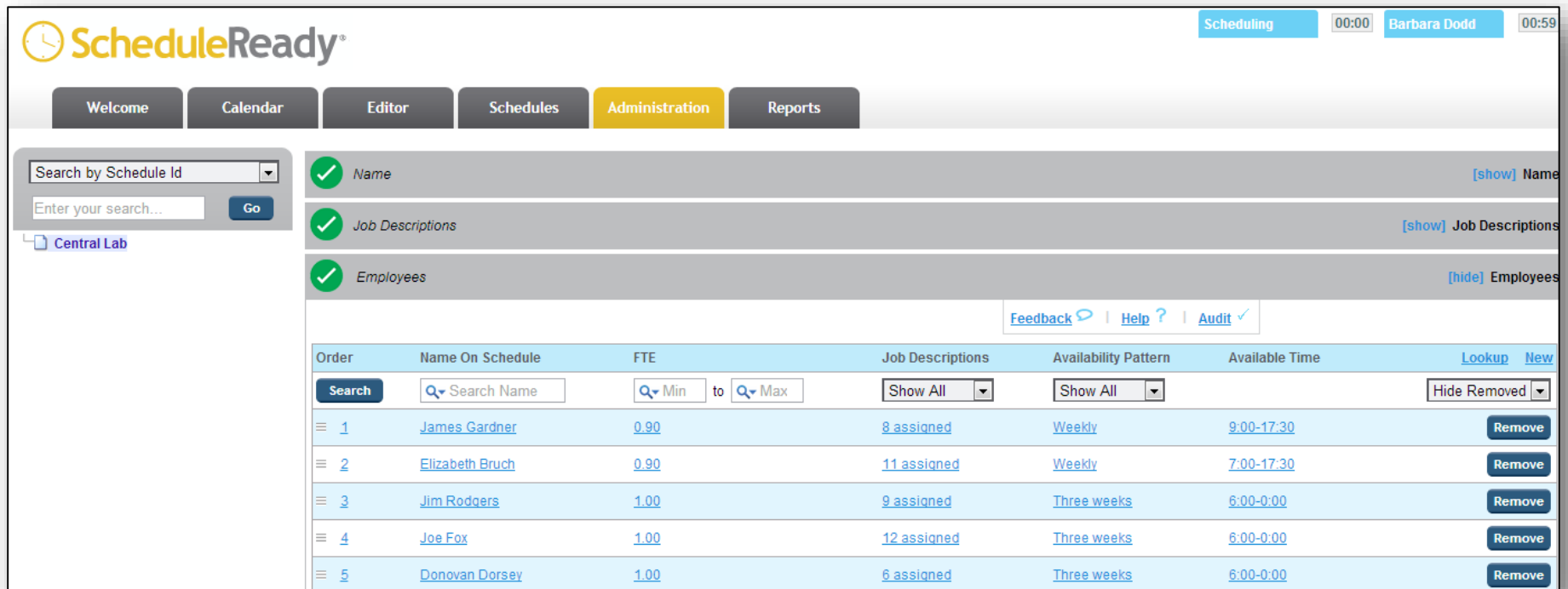


Administration Tab Employee Color Bar

This reference guide provides a process overview of how to reset an employee's password within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Reset an employee password

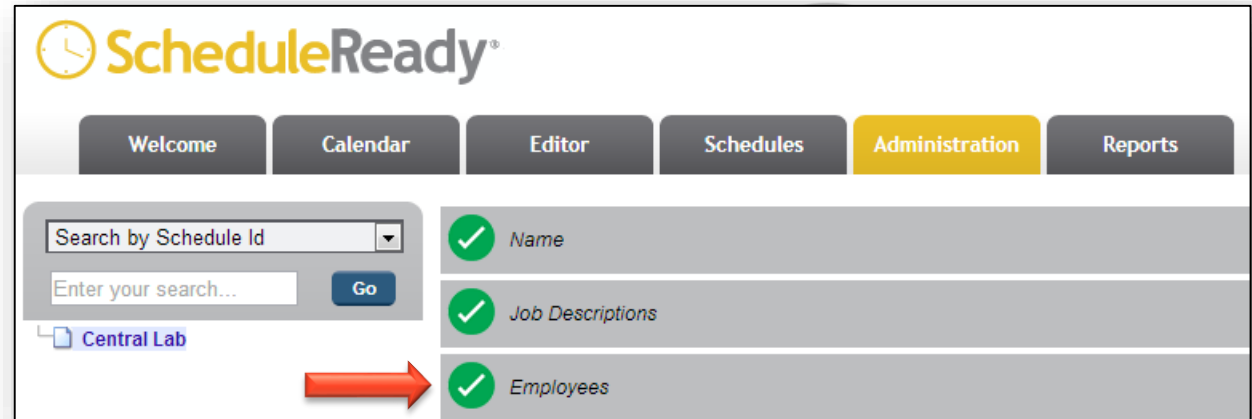
The screenshot shows the ScheduleReady Administration interface. At the top, there are navigation tabs: Welcome, Calendar, Editor, Schedules, Administration (highlighted), and Reports. A search bar on the left allows searching by Schedule Id. The main content area displays the Employee Color Bar with three sections: Name, Job Descriptions, and Employees. Below this is a table of employees with columns for Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. Each row includes a 'Remove' button.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	James Gardner	0.90	8 assigned	Weekly	9:00-17:30		Remove
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30		Remove
3	Jim Rodgers	1.00	9 assigned	Three weeks	6:00-0:00		Remove
4	Joe Fox	1.00	12 assigned	Three weeks	6:00-0:00		Remove
5	Donovan Dorsey	1.00	6 assigned	Three weeks	6:00-0:00		Remove

Reset an Employee Password

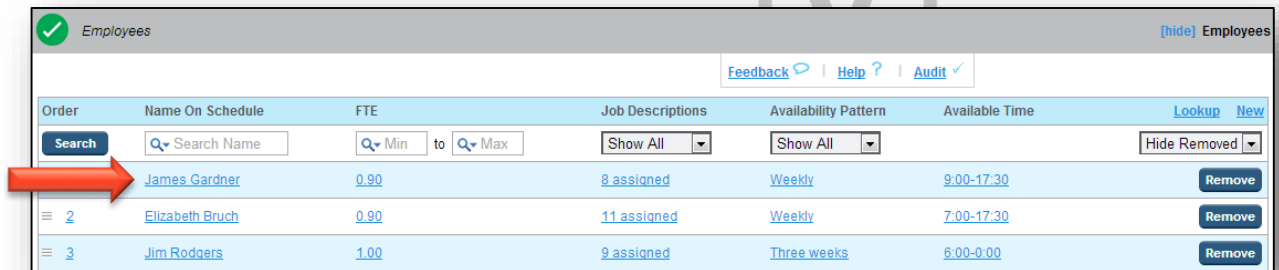
Reset Employee Password

1. Click **Employees**.



Screenshot of the ScheduleReady Administration interface. The 'Administration' tab is highlighted. A search box is visible with a dropdown menu set to 'Search by Schedule Id'. A red arrow points to the 'Employees' option in the left sidebar, which is marked with a green checkmark.

2. Click the [employee name](#) whose password you wish to reset.



Screenshot of the ScheduleReady Employees list. A table lists employees with columns for Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. A red arrow points to the name 'James Gardner' in the first row.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
Search	Q Search Name	Q Min to Q Max	Show All	Show All	Hide Removed		
	James Gardner	0.90	8 assigned	Weekly	9:00-17:30	Remove	
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30	Remove	
3	Jim Rodgers	1.00	9 assigned	Three weeks	6:00-0:00	Remove	

3. In the **Password** box, type **password**.

4. Click **Save Changes**.


EDIT EMPLOYEE PROFILE

[Save Changes](#)



EMPLOYEE INFORMATION

Full Name* ? James Gardner	Employee Id* ? jgardner	Department ? Medical Center
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LOGIN INFORMATION

Login Id* ? jgardner	Password ? 	Change Password By ? 12/20/2022 
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CENTRAL LAB SCHEDULE INFORMATION

Name On Schedule* ? James Gardner	Primary Email ? jgardner@StaffReady.com  edit	Primary Phone Number ? No Phone Number  edit
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[Save Changes](#) 