

How can I change or delete a PIN for a staff member or contact?

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Staff

1. Select the staff member from *Staff > List Active Staff* or *List All Staff*.
2. On their *Summary* tab choose **Edit** beside the PIN.
3. The *Manage PIN* pop-up box offers three options:
 - Enter a new PIN of your choosing and **Save**.
 - Click **Generate New PIN** to have Jackrabbit assign a new number.
 - Delete the current PIN by selecting **Delete Current PIN**.

Contact

1. Find the Contact page.
 2. Click the **Manage PIN button**.
 3. The *Manage PIN* pop-up box offers three options:
 - Enter a new PIN of your choosing and **Save**.
 - Click **Generate New PIN** to have Jackrabbit assign a new number.
 - Delete the current PIN by selecting the **Delete Current PIN**.
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