

# Passcodes & Order Limits

Click on the **Passcodes & Order Limits** option in the **Primary Navigation Pane**. Use this screen to set permissions for customers, administrators, and junior administrators. You can also set minimum and maximum order amount values and change the method for accessing the Admin screens within the software.


- **Single Hidden Button:** Allows access to the Admin screens by single-tapping in the bottom left-hand corner of the screen during the main animation. This is enabled by default.
- **Two-Touch Hidden Button:** Allows access to the Admin screens by single tapping the bottom left-hand corner, then subsequently tapping the top right-hand corner of the screen within two seconds during the main animation.
- **Admin / Admin Jr. Passcode:** Use these fields to set passcodes for administrators and junior administrators. The Admin Jr. passcode gives operators access to limited functionality (such as restarting a machine, reprinting an order, or calibrating the touch screen), but it does not provide access to the Setup Wizard or other sensitive admin functions.
- **Order Approval Passcode:** This code is entered if the order exceeds a set amount or if your gifting products require store employee approval. See below to set approval options.
- **Require minimum order amount of:** When this option is enabled, this will only allow orders that meet or exceed this amount to be ordered in the APM software. If unchecked, the minimum order amount is set to 0.00 (which is also the default value when checked).
- **Limit order amount to maximum of:** When this option is enabled, this will limit order totals from exceeding this amount. If unchecked, no maximum limit will be imposed. Please note that there is no option to override this value in the kiosk software, so make sure it is set high enough to not cause issues.
- **Require approval for order amounts above:** When this option is enabled, a store employee must enter the order approval passcode (as set above) before the order can be placed. If unchecked, no order approval will be required.

Passcodes & Order Limits

Admin Access Method

☒ Single Hidden Button (Default)

☐ Two-Touch Hidden Button



Passcodes

Passcodes must be between 4 and 9 digits in length

Admin Passcode:

Admin Jr. Passcode:

Order Approval Passcode:

Order Limits

☒ Require minimum order amount of:

☒ Limit order amount to maximum of:

☒ Require approval for order amounts above:

Passcodes & Order Limits Settings