

Settings – Managing Your Account and Preferences

Overview

The Settings screen allows you to manage your account, reset your password, update company environment settings using QR code scanning, view app version, and access support resources.

Key Functions within Settings

Feature	Description	When to Use
****Reset Password****	Update your login password securely	If you forgot or need to change your password
****Rescan QR Code****	Load or switch company environments using a QR code	When onboarding or switching locations
****Privacy Policy****	View company data usage practices	Anytime you need legal information
****Terms & Conditions****	Review service agreement	During onboarding or audits
****Contact Support****	Send an email directly to Kozy Ops support	When encountering issues
****Logout****	Sign out of your account	End of shift or device handoff

< Home

Settings

ACCOUNT



Reset Password

Update your account password



Rescan QR Code

Reconnect client QR setup



APP



Privacy Policy

How we handle your data



Terms & Conditions

View service terms



About

Version 2.8 (2)

SUPPORT



Contact Support

Email our support team

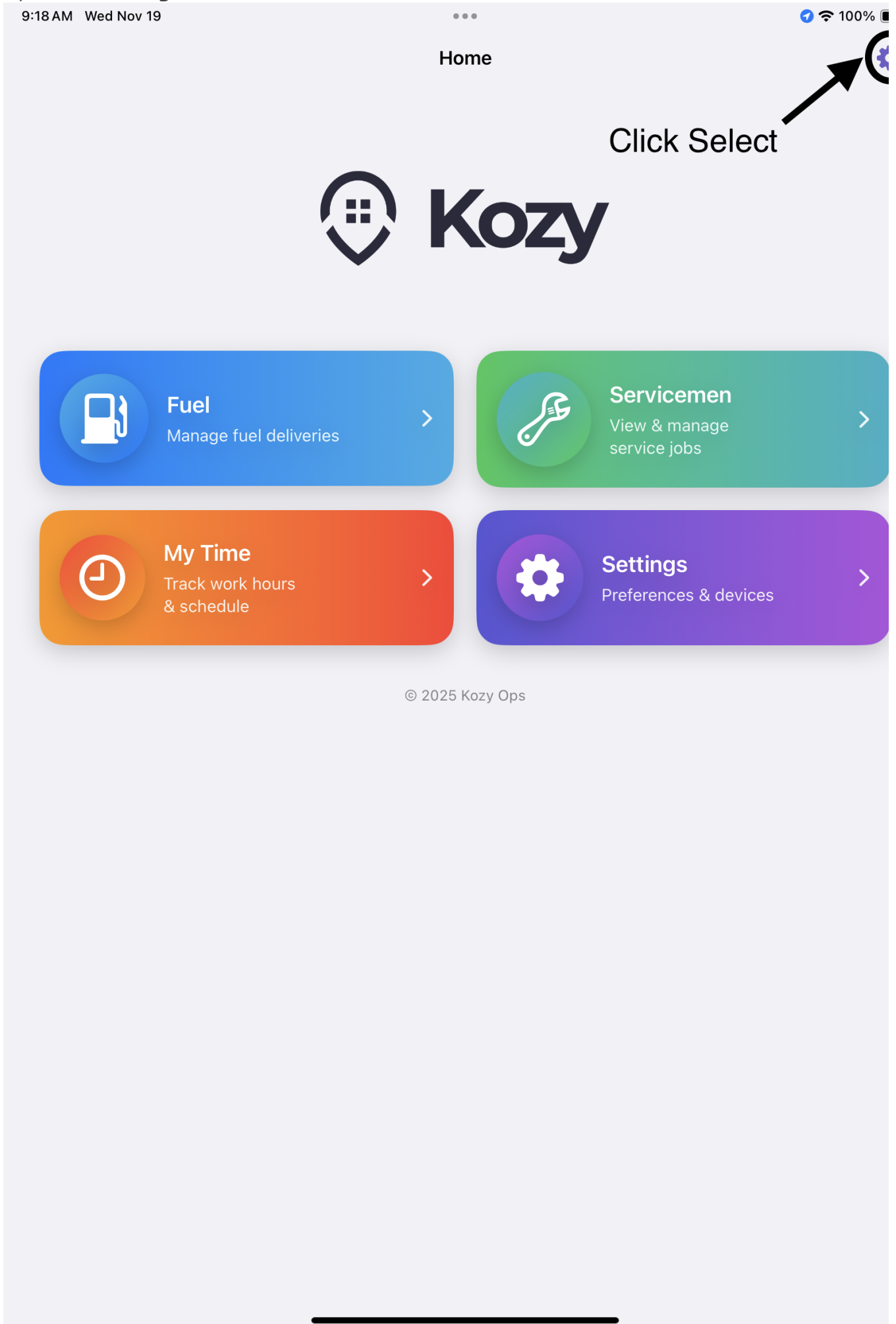


Logout

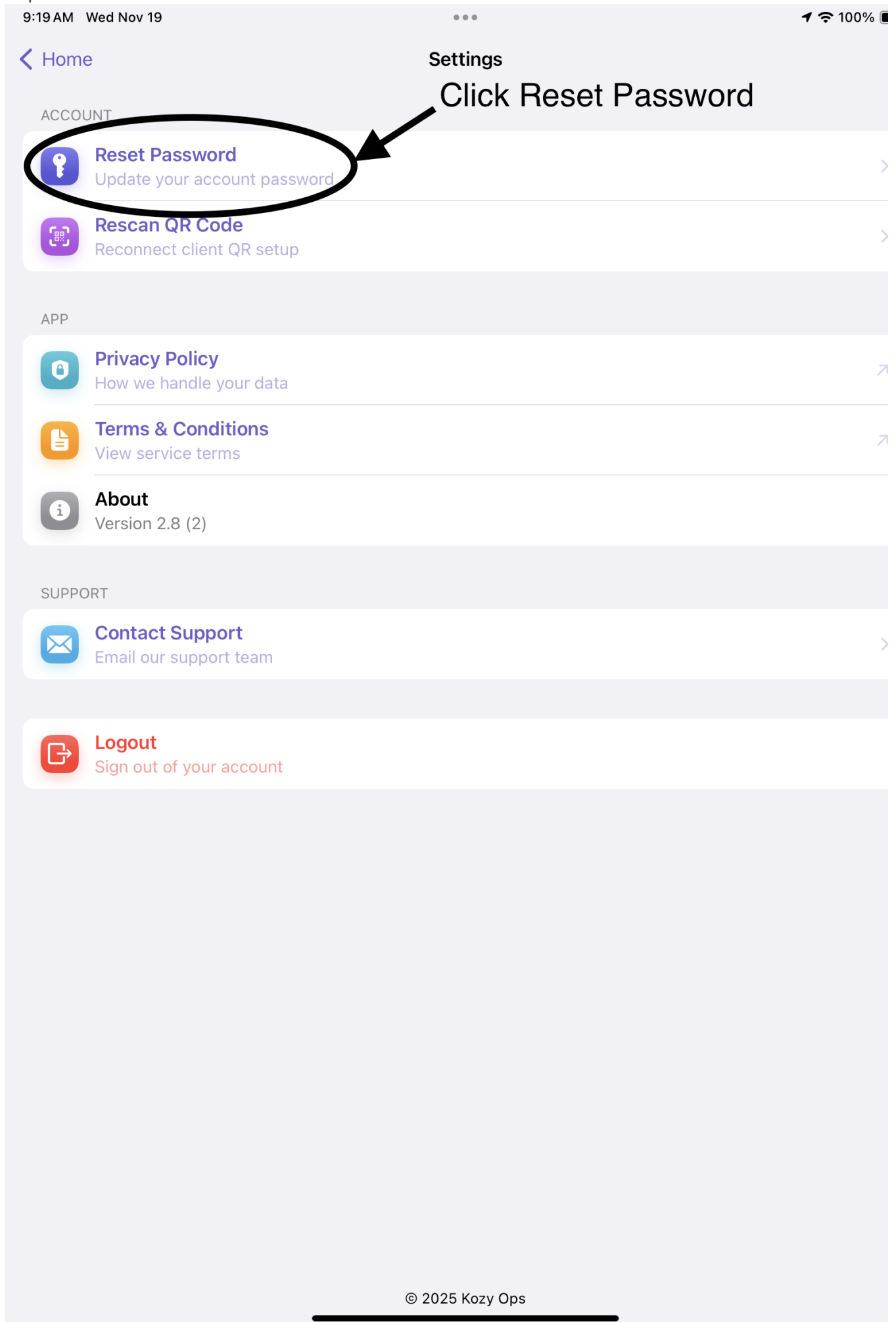
Sign out of your account

Step-by-Step: Resetting Your Password

1. Open the **Settings** screen from Home



2. Tap **Reset Password**



Enter your Employee ID, Old Password, and New Password

9:18 AM Wed Nov 19

100%

< Home

Settings

Cancel

Reset Password

ACCOUNT

Employee ID

Use the Employee ID assigned to you. If you're unsure, contact Support.

CURRENT PASSWORD

Old Password



NEW PASSWORD

New Password



Confirm New Password



Too short

Use at least 8 characters with a mix of letters, numbers, and symbols.

Click on
Reset Password

Reset Password

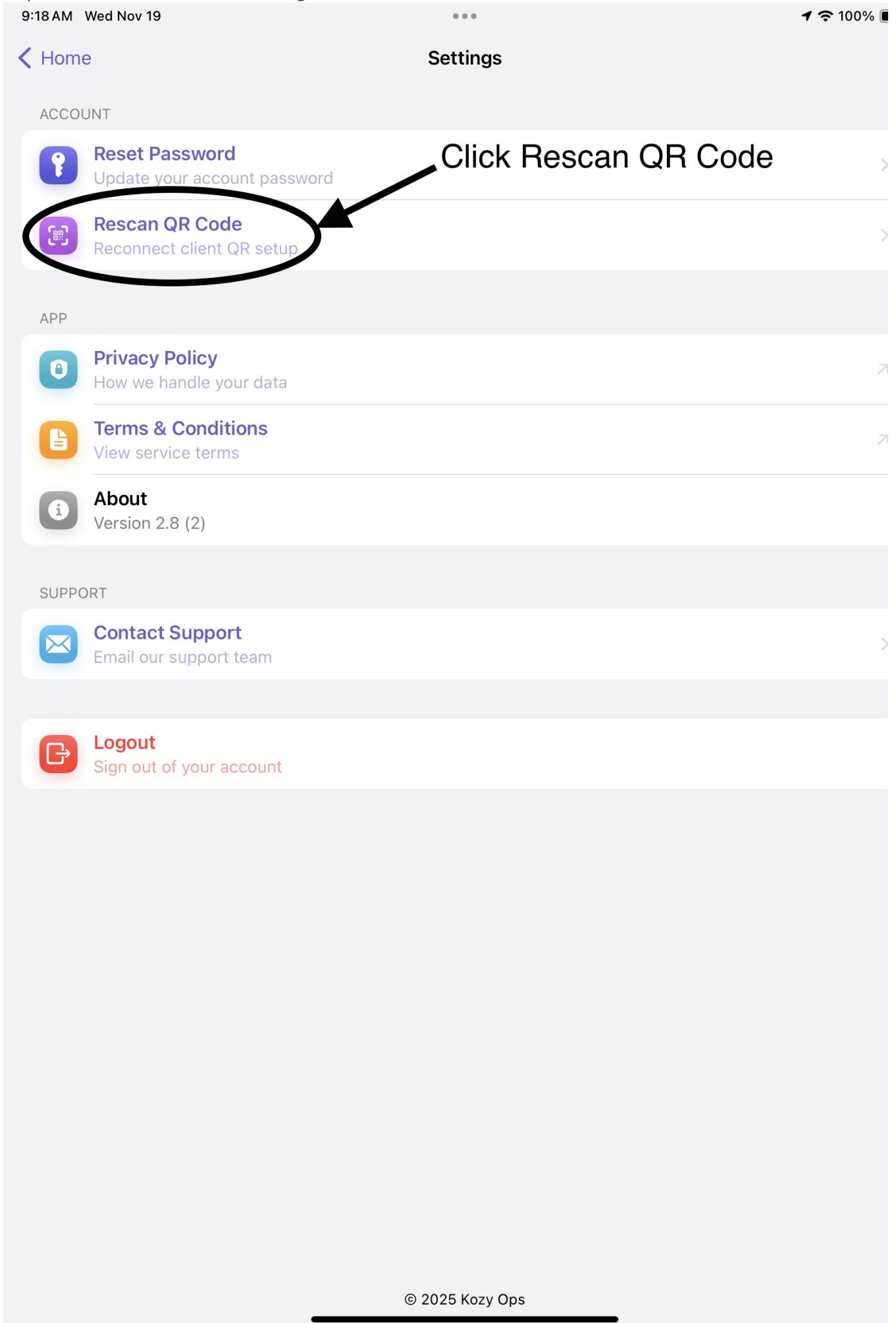
4. Confirm the new password
5. Tap **Reset Password**
6. A confirmation message will appear upon success

Password Requirements

- Minimum 8 characters
- Must include a mix of uppercase, lowercase, numbers, and symbols
- A strength meter will guide you toward a secure password

Step-by-Step: Rescanning QR Code

1. Tap **Rescan QR Code** in Settings



2. Your camera will activate
 3. Scan the QR code provided by your company
 4. Upon success, the app will automatically configure the updated environment
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