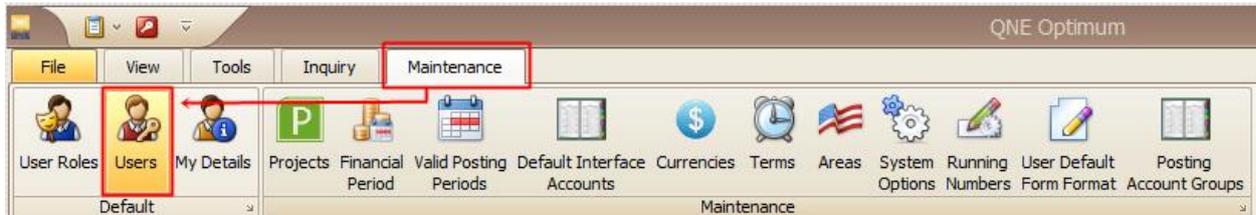




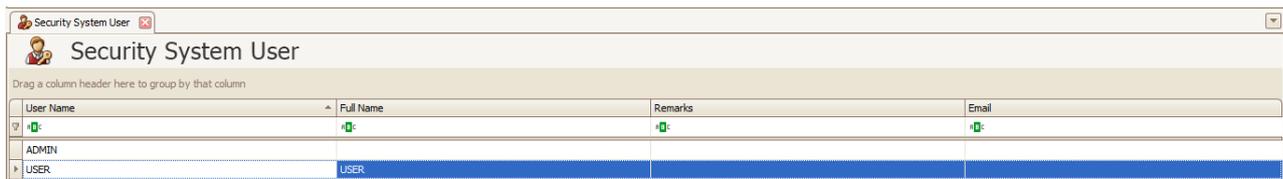
HOW TO RESET THE PASSWORD OF THE USERS

There are instances that a User forgets the Password so system has the Facility to have it reset and let the user set their new password again.

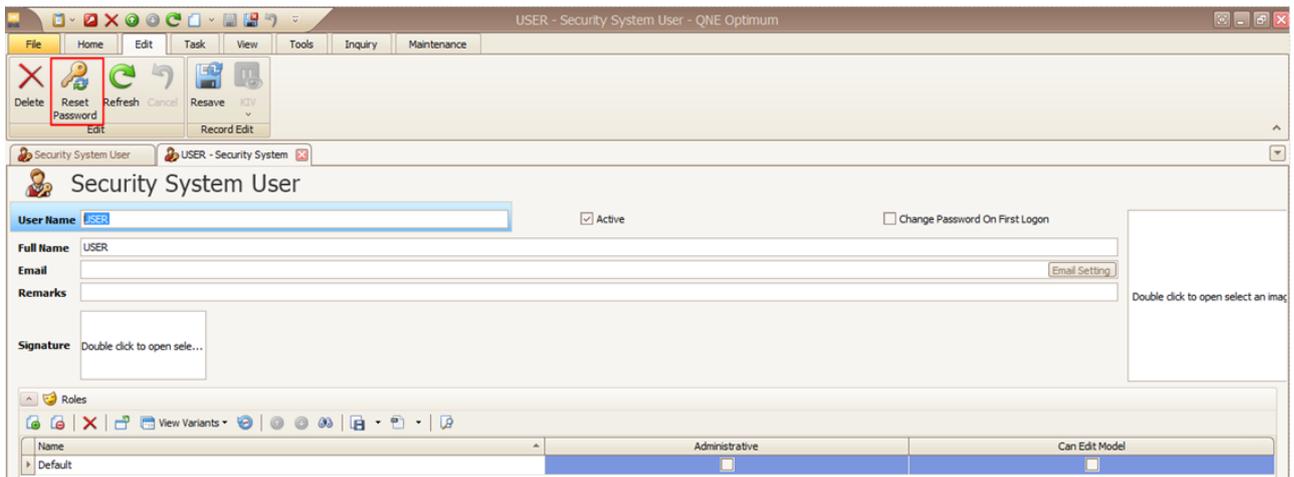
In **Maintenance > Users**, to see the list of the Users



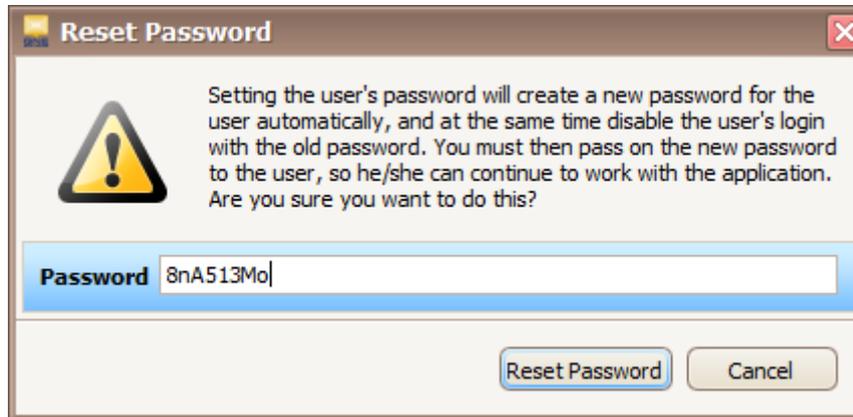
Then Select the User that needs to be reset then **'double-click'**



In the Maintenance of the User, under **Edit Tab > Reset Password**



After clicking the Reset Password, this window will prompt. Automatically system will generate a **Temporary Password** that the User will be using to log in.



NOTE: The Temporary Password is editable

Then let the User Log-in by using the **Temporary Password**.



This window will prompt to have the user to Input the New Password that will be used for his next log-in in the System then Press **OK** once done.

