



HOW TO CHANGE OWN PASSWORD

Scenario:

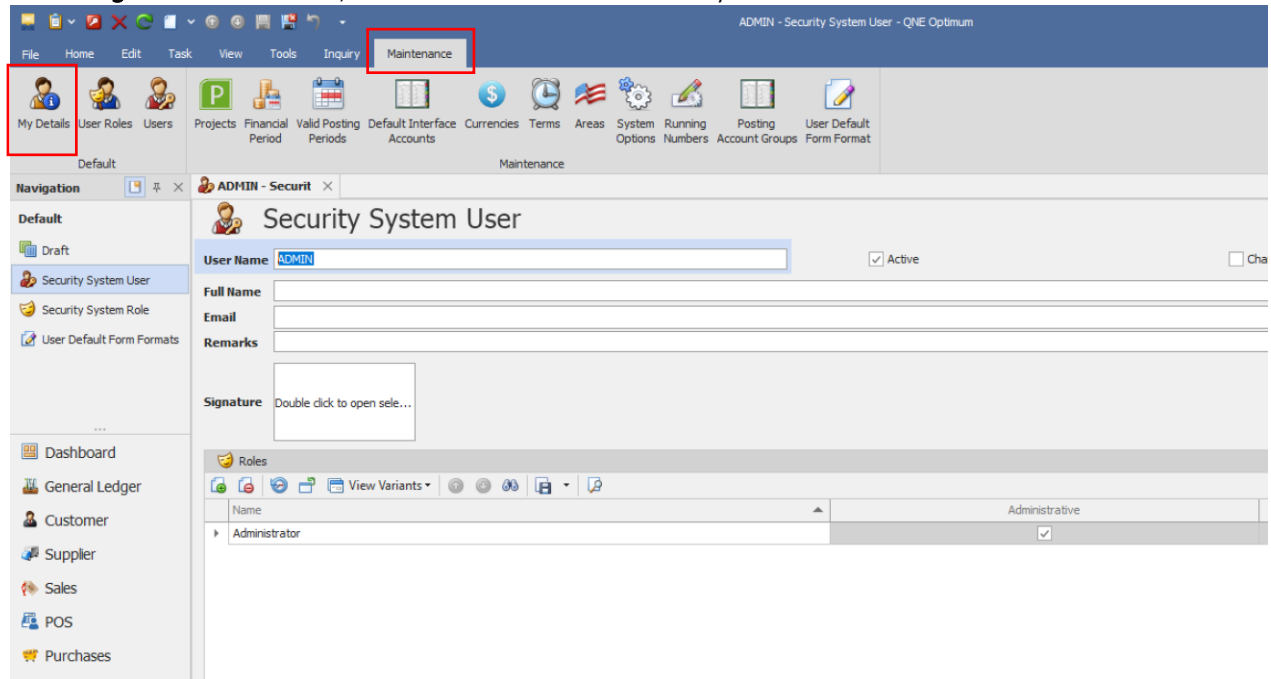
The user wants to change his/her own password.

Resolution:

Change own password thru My Details

Procedure:

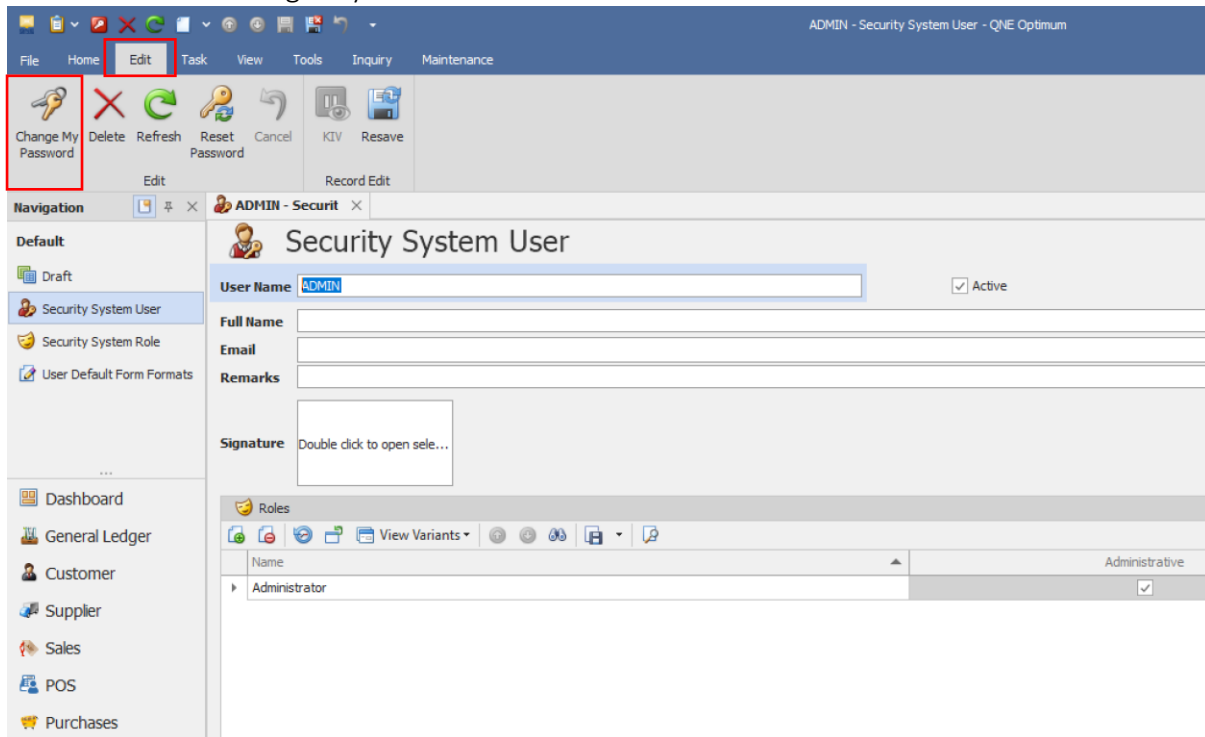
To **change** Own Password, **Go** to Maintenance Tab > My Details.



The screenshot displays the QNE Optimum software interface. The top navigation bar includes tabs for File, Home, Edit, Task, View, Tools, Inquiry, and Maintenance. The 'Maintenance' tab is selected and highlighted with a red box. Below the navigation bar, the 'My Details' icon is also highlighted with a red box. The main content area shows the 'Security System User' form. The 'User Name' field is populated with 'ADMIN'. The 'Full Name', 'Email', and 'Remarks' fields are empty. The 'Signature' field is a placeholder for a signature. The 'Roles' section shows a table with one role, 'Administrator', which is checked.

Name	Administrative
Administrator	☒

Go to Edit Tab > Change My Password



ADMIN - Security System User - QNE Optimum

File Home **Edit** Task View Tools Inquiry Maintenance

Change My Password Delete Refresh Reset Password Cancel KIV Resave

Navigation

Default

- Draft
- Security System User**
- Security System Role
- User Default Form Formats

Dashboard

- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases

Security System User

User Name: ADMIN ☐ Active

Full Name:

Email:

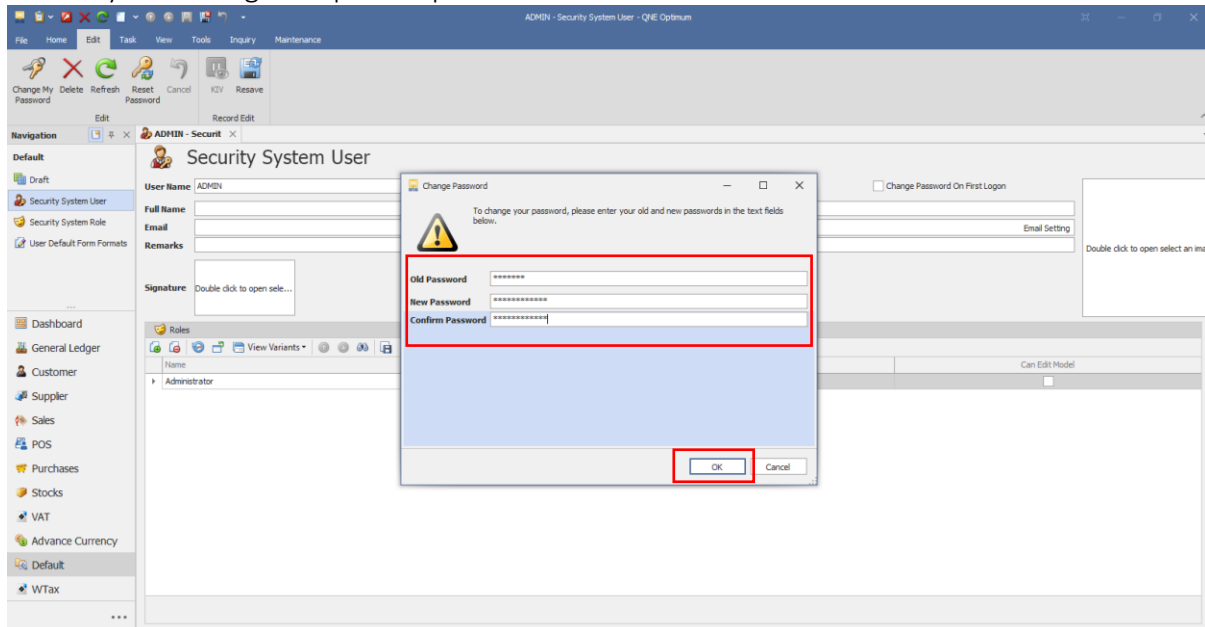
Remarks:

Signature: Double click to open sele...

Roles

Name	
Administrator	☒

Input Old Password, New Password and Confirm Password. Click 'OK' then Logout and Login to the System using the updated password



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- Stocks
- VAT
- Advance Currency
- Default
- WTax

Security System User

User Name: ADMIN ☐ Change Password On First Login

Full Name:

Email:

Remarks:

Signature: Double click to open sele...

Roles

Name	
Administrator	☐

Change Password

To change your password, please enter your old and new passwords in the text fields below.

Old Password:

New Password:

Confirm Password:

OK Cancel