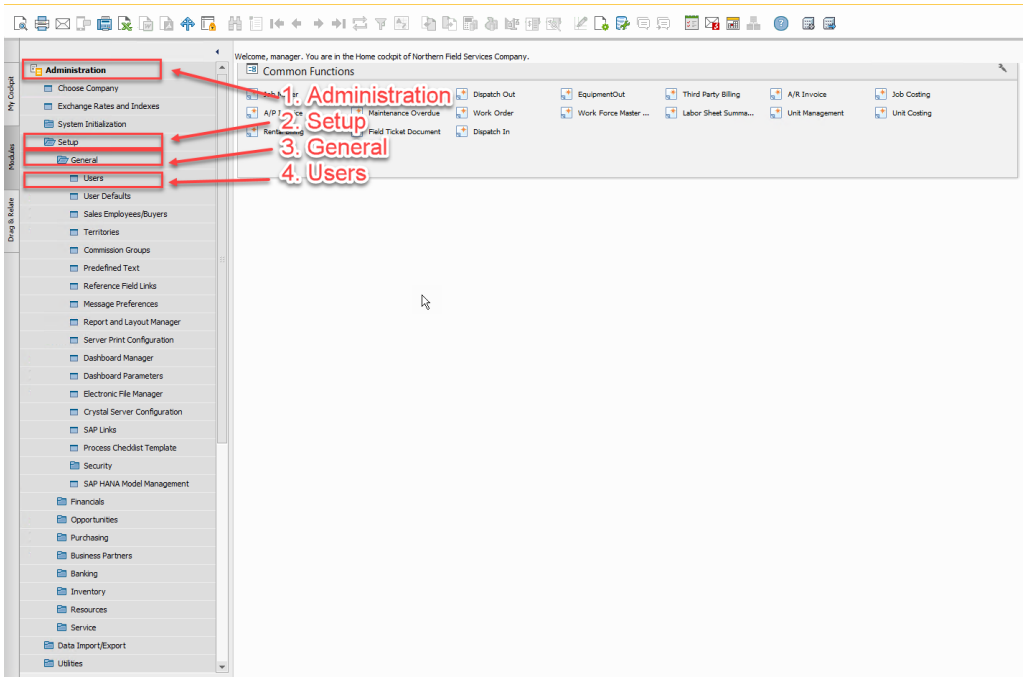
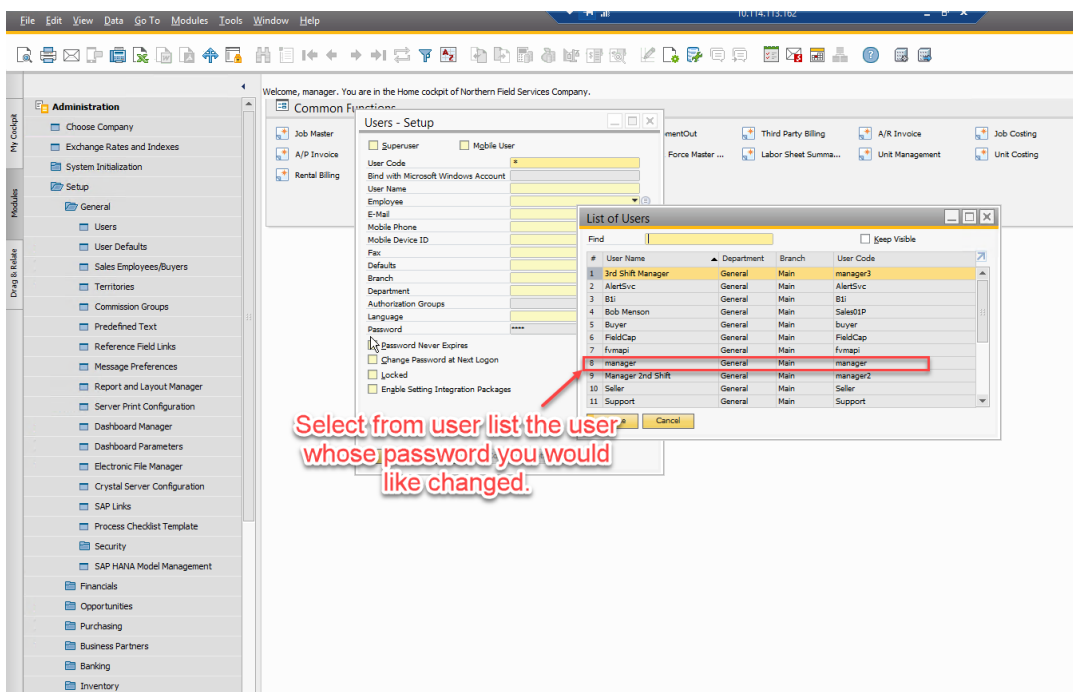
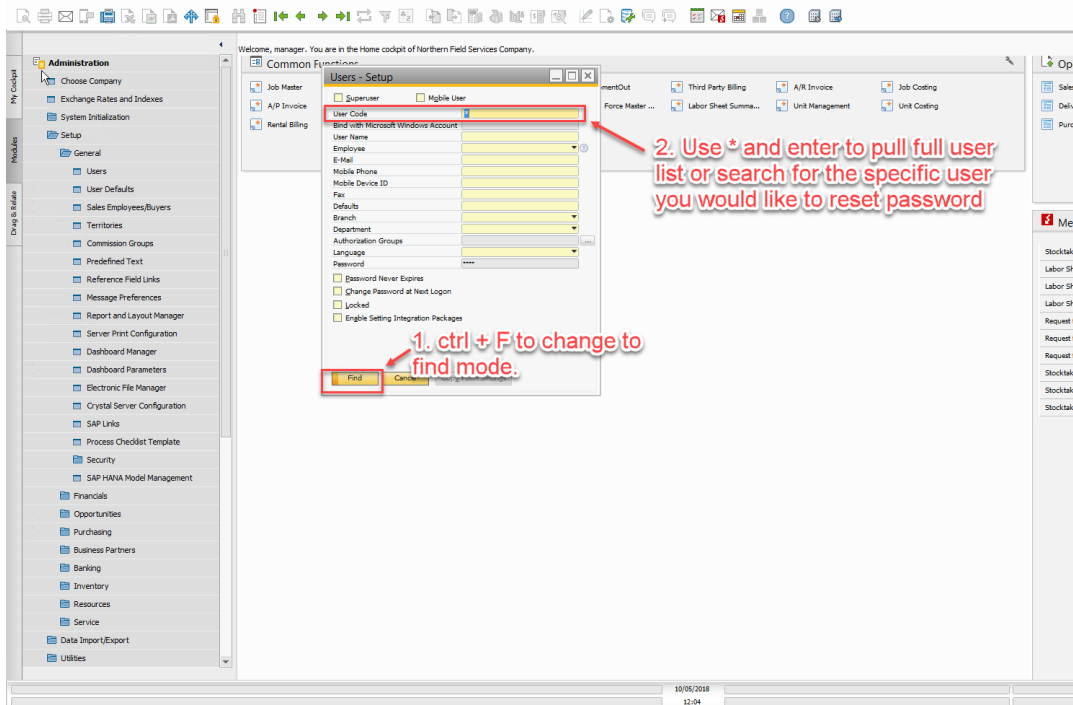


## Password Reset

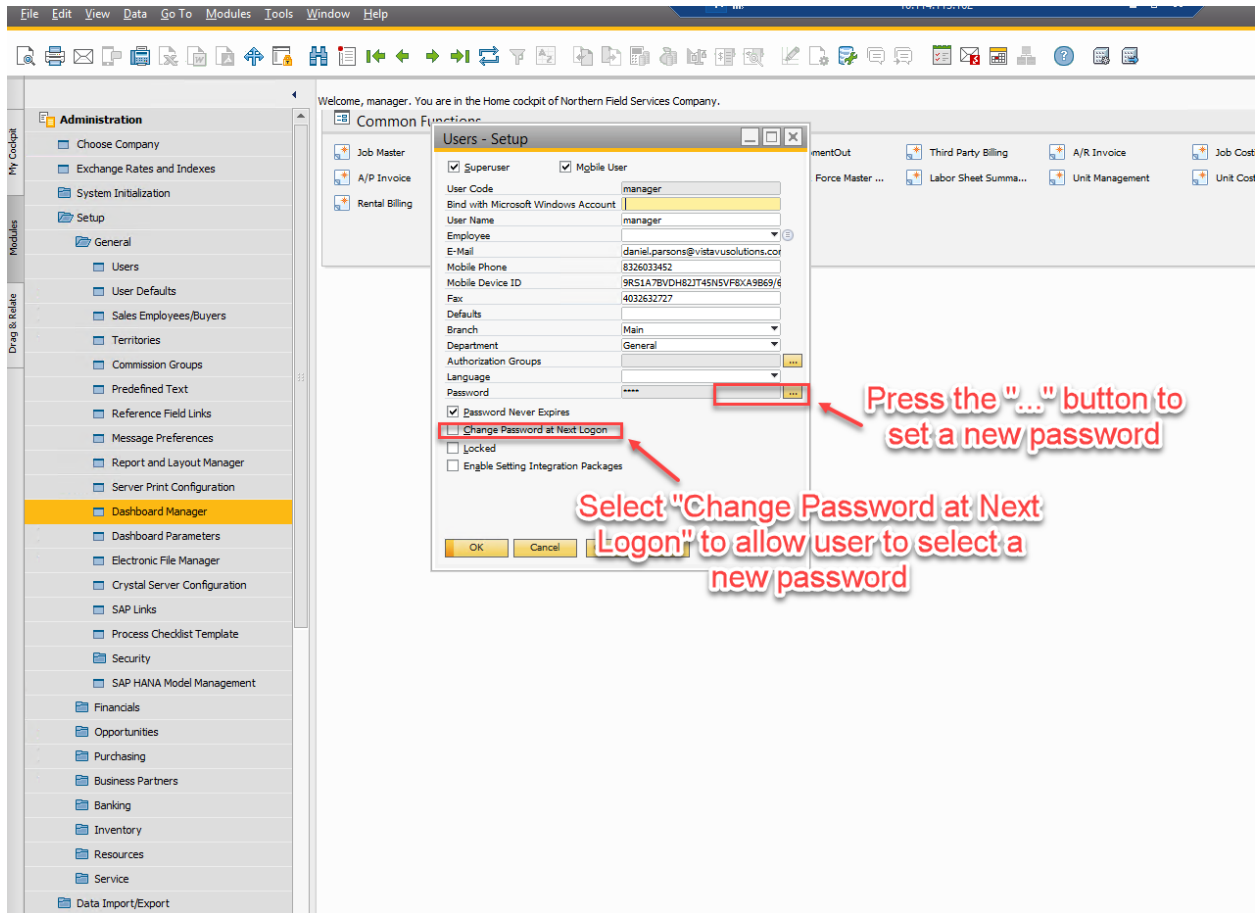
1. Open SAP Business One
2. Open the menus as per the below screenshot:



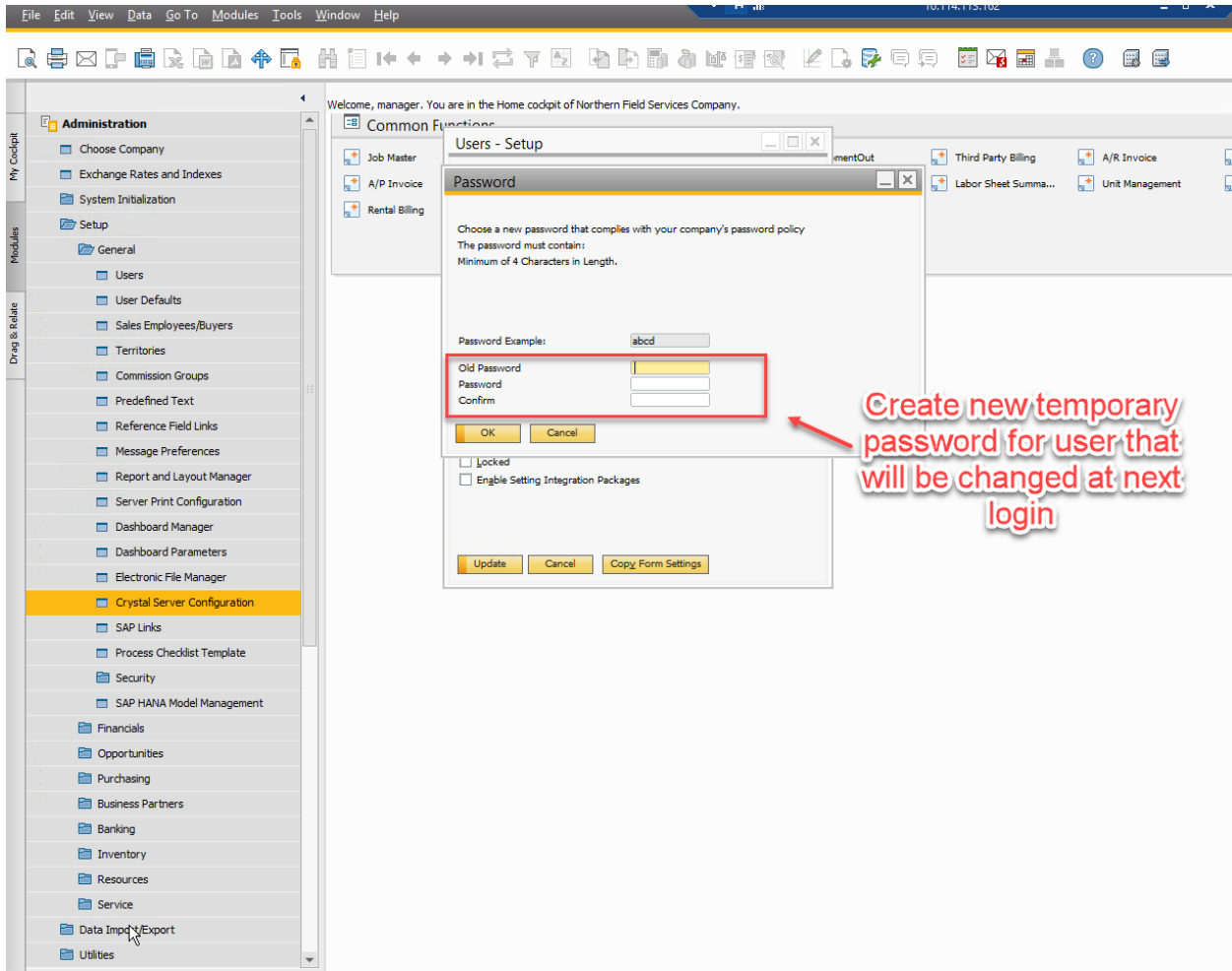
3. Search for user and select user



4. Select the "...” password button to create new password



5. Create new password that will be changed at next login:



6. Update User information:

Welcome, manager. You are in the Home cockpit of Northern Field Services Company.

Common Functions

Job Master  
A/P Invoice  
Rental Billing

Administration  
Choose Company  
Exchange Rates and Indexes  
System Initialization  
Setup  
General  
Users  
User Defaults  
Sales Employees/Buyers  
Territories  
Commission Groups  
Predefined Text  
Reference Field Links  
Message Preferences  
Report and Layout Manager  
Server Print Configuration  
Dashboard Manager  
Dashboard Parameters  
Electronic File Manager  
Crystal Server Configuration  
SAP Links  
SAP HANA Model Management  
Financials  
Opportunities  
Purchasing  
Business Partners  
Banking  
Inventory  
Resources  
Service  
Data Import/Export  
Utilities

Users - Setup

Superuser  Mobile User

User Code: manager  
Bind with Microsoft Windows Account: [text field]  
User Name: manager  
Employee: [dropdown]  
E-Mail: daniel.parsons@vistavusolutions.com  
Mobile Phone: 8326033452  
Mobile Device ID: 9R51A7BVDH82JT45N5VF8XA9B69/6  
Fax: 4032632727

Defaults  
Branch: Main  
Department: General  
Authorization Groups: [dropdown]  
Language: [dropdown]  
Password: \*\*\*\*

Password Never Expires  
 Change Password at Next Logon  
 Locked  
 Enable Setting Integration Packages

Update Cancel Copy Form Settings

Press update, and this will update the information that you changed for the password. The users password has now been reset.