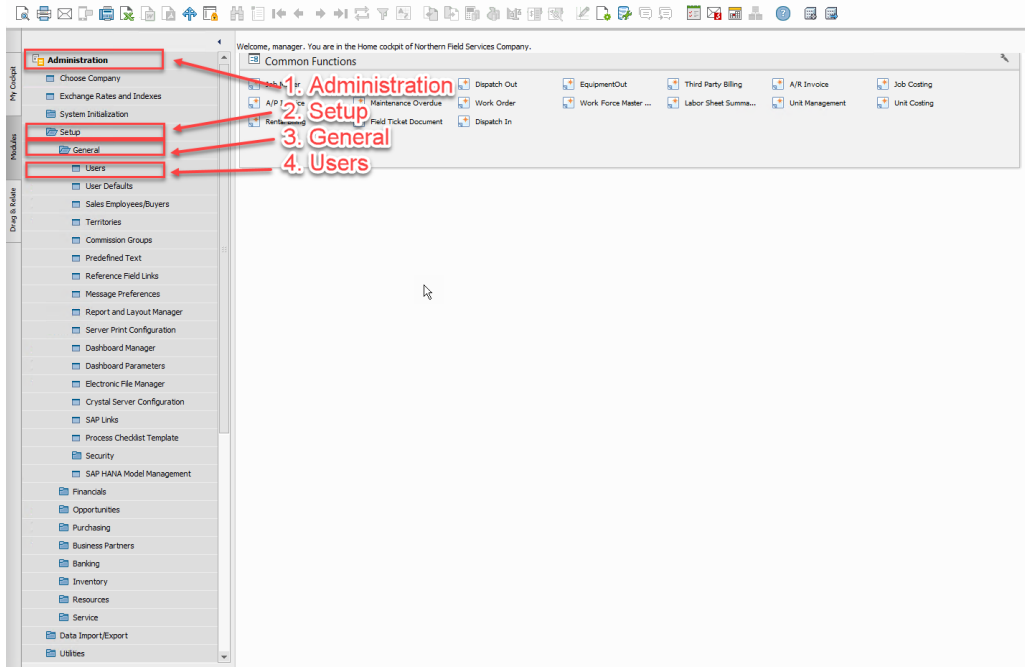


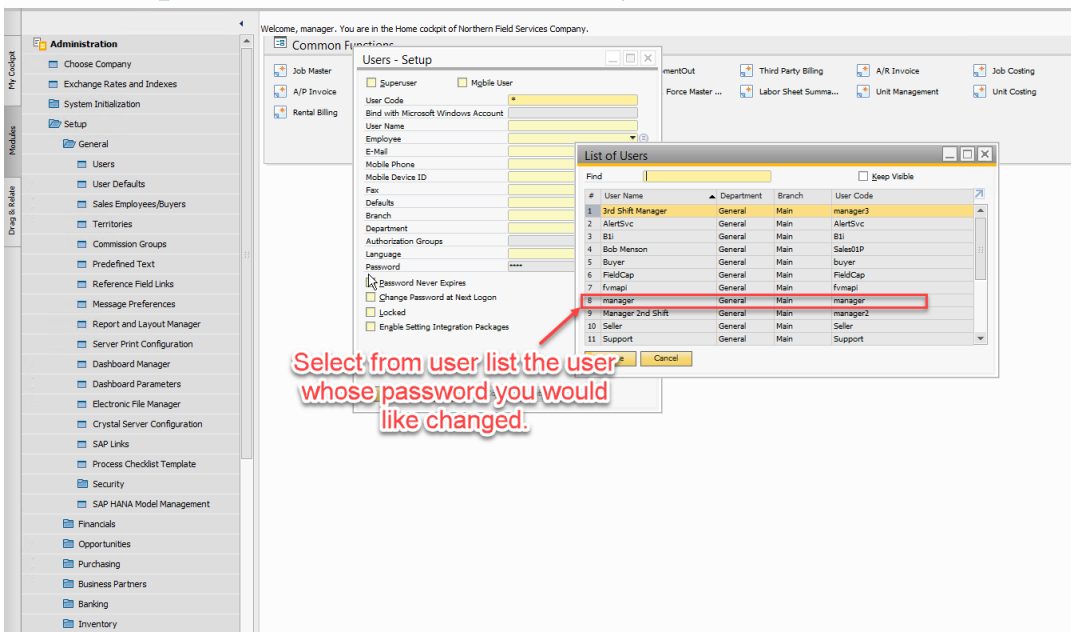
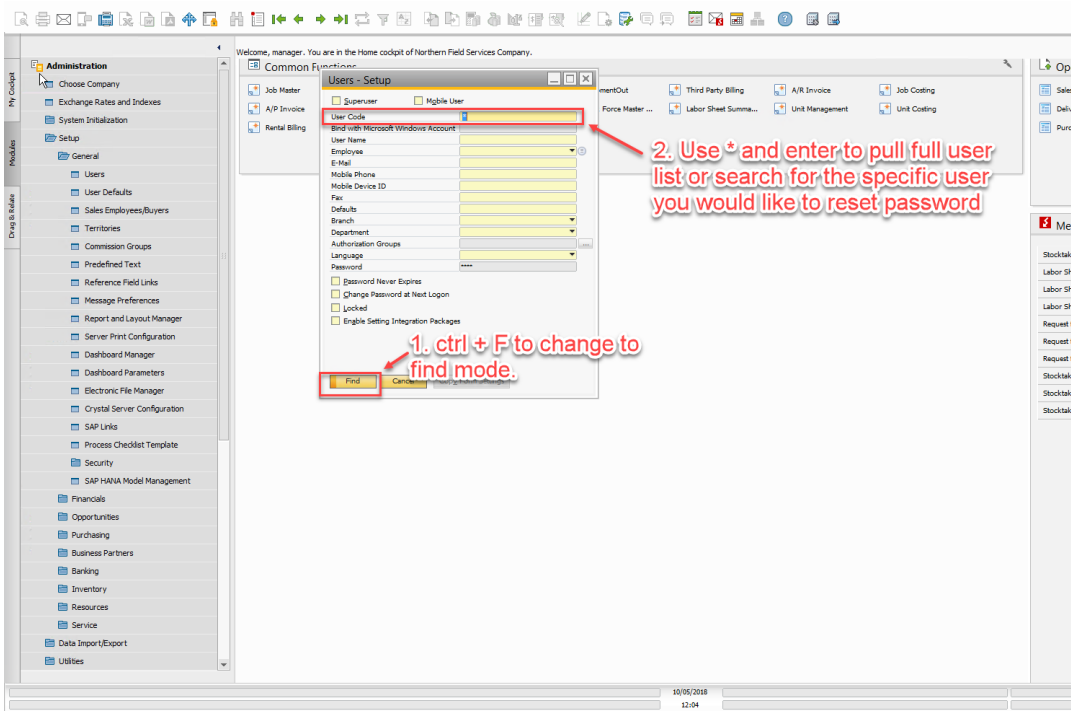
## Password Reset

Every so often, we have users that forget their passwords. Instead of reaching out to your partner, here is a quick fix that can get your users back into the system and working ASAP!

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

The screenshot shows the SAP Business One interface with the 'Users - Setup' dialog box open. The dialog box contains the following fields and options:

- Superuser
- Mgbile User
- User Code: manager
- Bind with Microsoft Windows Account: [empty]
- User Name: manager
- Employee: [empty]
- E-Mail: daniel.parsons@vistavusolutions.com
- Mobile Phone: 832603452
- Mobile Device ID: 9RS1A.7BVDH82JT45NSVPEKA9869/6
- Fax: 4032632727
- Defaults: [empty]
- Branch: Main
- Department: General
- Authorization Groups: [empty]
- Language: [empty]
- Password: \*\*\*\*
- Password Never Expires
- Change Password at Next Logon
- Locked
- Enable Setting Integration Packages

Annotations in red text with arrows point to the following elements:

- An arrow points to the '...' button next to the Password field with the text: "Press the '...' button to set a new password".
- An arrow points to the 'Change Password at Next Logon' checkbox with the text: "Select 'Change Password at Next Logon' to allow user to select a new password".

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

The screenshot shows the SAP Business One interface with the 'Users - Setup' dialog box open. The dialog box contains the following elements:

- Header: 'Users - Setup' with window control buttons.
- Text: 'Choose a new password that complies with your company's password policy. The password must contain: Minimum of 4 Characters in Length.'
- Field: 'Password Example:' with the text 'abcd'.
- Form: A red-bordered box highlights three input fields: 'Old Password', 'Password', and 'Confirm'. The 'Old Password' field is currently empty.
- Buttons: 'OK' and 'Cancel' buttons are located below the input fields.
- Options: Two checkboxes are present: 'Locked' (unchecked) and 'Enable Setting Integration Packages' (unchecked).
- Footer: 'Update', 'Cancel', and 'Copy Form Settings' buttons.

A red arrow points from the text 'Create new temporary password for user that will be changed at next login' to the 'Old Password' field.

Create new temporary password for user that will be changed at next login

## 6. Update User information:

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

**Users - Setup**

Superuser     Mobile User

User Code: manager

Bind with Microsoft Windows Account: [ ]

User Name: manager

Employee: [ ]

E-Mail: daniel.parsons@vistavusolutions.com

Mobile Phone: 8326033452

Mobile Device ID: 9R51A7BVDH82JT45N5VF8XA9B69/6

Fax: 4032632727

Defaults: [ ]

Branch: Main

Department: General

Authorization Groups: [ ]

Language: [ ]

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.**

### Extra Tip - Passwords

For security reasons, increase the frequency in which you change your password. Here are a few good tips to consider when creating your password in Business One or in any other application. Create a strong password that:

- contains alphabetic, numeric and special characters
- is at least seven characters in length
- does not contain a name or user name or is a common word/phrase
- differs significantly from older passwords

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