

# User Guide

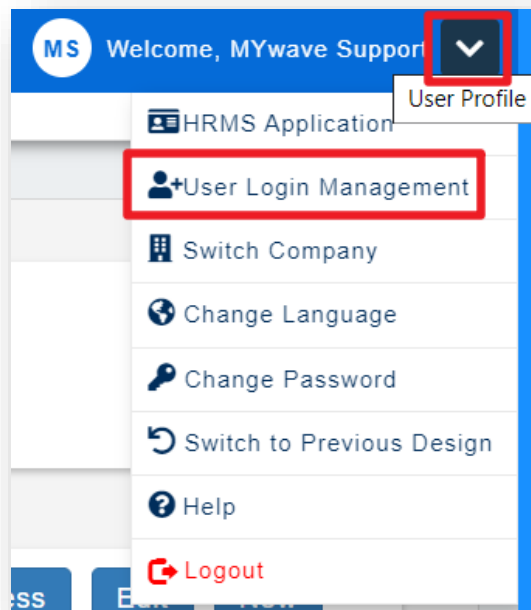
## How to Reset Password

Admin to reset password for the employee(s)



## HOW TO RESET PASSWORD

1. Access to "User Profile", click on "User Login Management".



2. Select the Login Profile for the employee
3. Click "Edit"

A screenshot of the 'User Setup' form in a web application. The form is titled 'User Login Management / User Maintenance' and 'User Setup'. It contains several sections: 'Retrieve company' with a 'Name of Company' field and a 'Name' dropdown menu (highlighted with a red box and an arrow pointing to it with the text 'Select the Login Profile'); 'Personal Information' with fields for 'Employee Name', 'Employee No.', 'Name', 'Login ID', 'Country', 'Phone', 'Email', 'Group Access', 'Effective Date', and 'Disable Date'. At the bottom right, there are three buttons: 'User Access', 'Edit' (highlighted with a red box), and 'New'.

4. You may choose 2 options for the reset password:
  - **Allow user to set-up their password through email** -> Will send an email to get the employee to setup their password.
  - **Custom Password** -> The Admin/HR may set the custom password for the employee and need to inform the employee on the custom password.
5. After select one of the options, click on the **“Reset Password”**

The screenshot shows a web form titled "Personal Information" with a "Save" and "Cancel" button in the top right. The form contains several input fields: Employee No. (93), Name (94), Login ID (87), Country (dropdown), Phone (100), Email (74), Group Access (dropdown with "Clear" link), Effective Date (calendar icon), and Disable Date (calendar icon). Below these fields is the "Account Management" section, which is highlighted with a red box. It contains the text "Reset user password :" followed by two buttons: "Allow user to set-up their password through email" (highlighted with a red box) and "Custom password". Below these buttons is a "Reset Password" button (highlighted with a red box). At the bottom, there is a "Reset two-factor secret key :" label and a "Reset two-factor secret key" button.

#### 6. Password successfully reset

The screenshot shows the same "Personal Information" form, but now with a green success message box at the top that says "Password has been reset" (highlighted with a red box). The "User Access" and "Edit" buttons are visible in the top right. The input fields for Employee No. (93), Name (94), and Login ID (87) are still present.

7. If you select the 1<sup>st</sup> option, the employee will received an email as sample screenshot below and the employee may check further from his/her mail box.

