

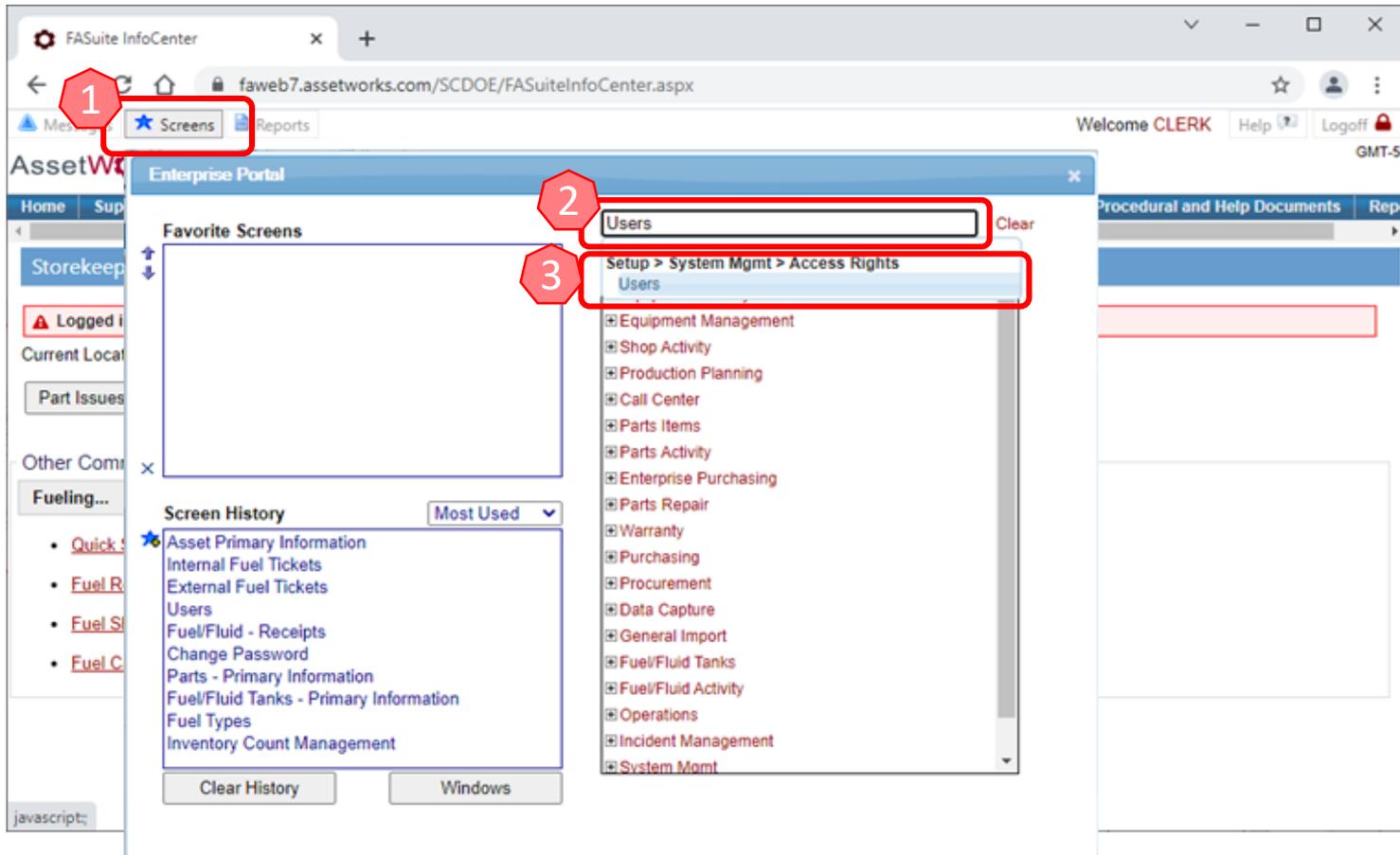
Resetting a User's Password in AssetWorks

Steps are listed below ... see following pages for screen shots walking through these steps:

1. Click [★ Screens] at top left of AssetWorks window
2. Search for the Users Screen
3. Open the Setup>System Mgmt>Access Rights> Users Screen
4. Search/Filter the User you wish to reset –
Options for Current filter choices when finding users:
 - a) Search for the user's User ID, or
 - b) Search User Name using %<part-of-name>%, substituting <part-of-name> with the last name or other letters from user's name(a) or (b) will usually be effective enough, but you can also
 - c) narrow the search to just your shop by including the shop 3-letter abbreviation as the Session location ID, and also set Login is disabled to N to only include current users.
5. Select the User to reset
6. Edit the User's record
7. In the New Password field, type the new password
Note that only dots will appear as you type.
The password is case sensitive, so something like user12 is not the same as USER12 when the user goes to log in, so recognize if you have the CAPS lock on or not.
8. Click the Save button.
9. Close the User's window or Search for additional users to reset, as needed.

If a user attempts to login with the new password and cannot, you can re-reset the password as many times as needed.

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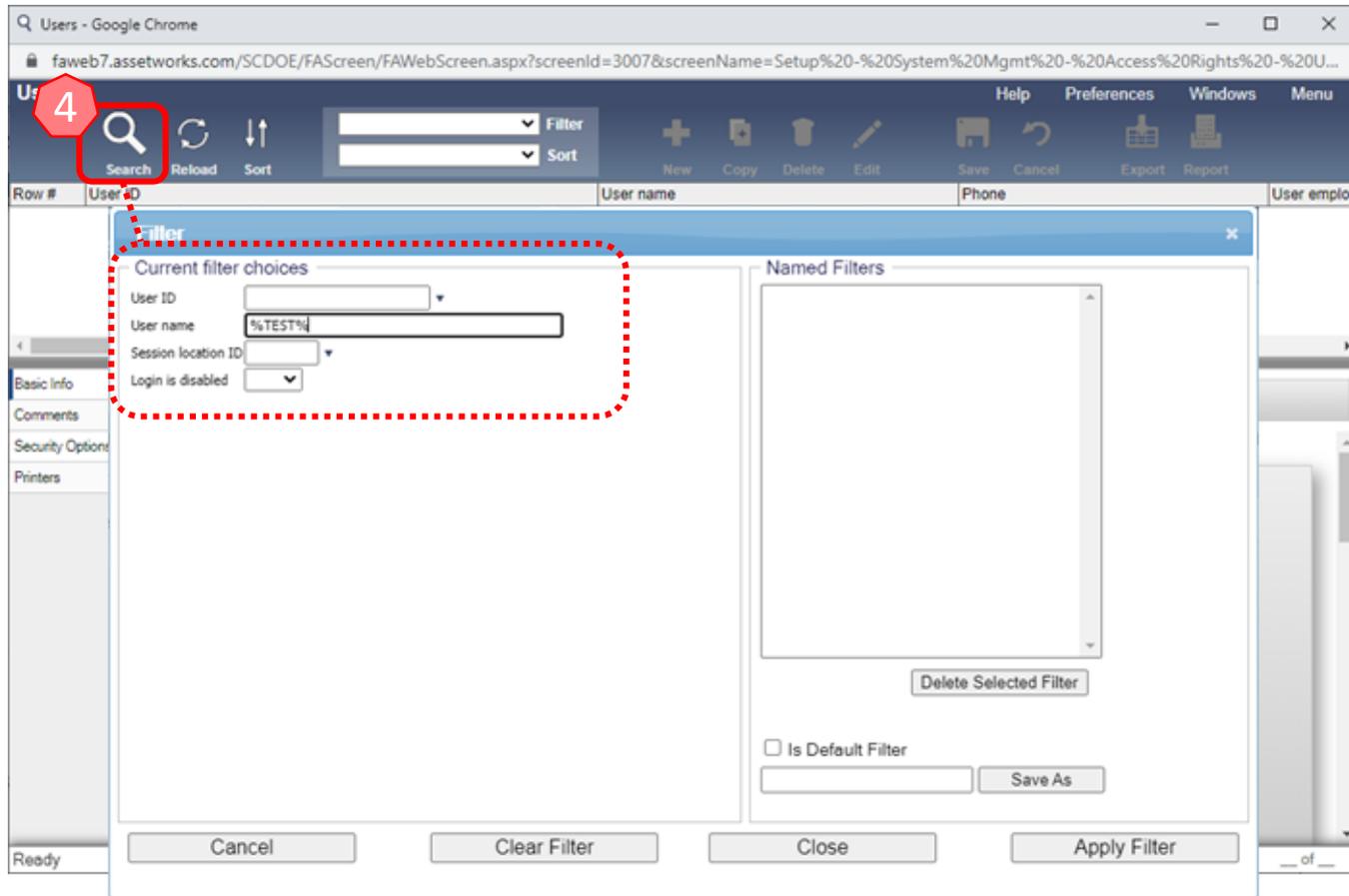
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- c) narrow the search to just your shop by including the shop 3-letter abbreviation as the Session location ID, and also set Login is disabled to N to only include current users.



5. Select the User to reset
6. Edit the User's record

The screenshot shows the 'Users' management interface in AssetWorks. At the top, there is a navigation bar with 'Users' and various utility icons. Below this is a table of users. A red callout '5' points to the first row of the table, which contains the user 'CLERK TEST'. Below the table, there is a detailed form for editing the user's record. A red callout '6' points to the 'Edit' button in the top navigation bar. The form includes fields for Name, Phone, New password, Email address, Associated employee ID, Associated operator ID, Session location ID, User currency ID, Report group ID, Associated vendor ID, FASuite InfoCenter URL, and Supported web applications.

Row #	User ID	User name	Phone	User employ
1	CLERK	CLERK TEST		

Basic Info

User ID: CLERK CLERK TEST

Name: CLERK TEST

Phone: []

New password: []

Email address: []

Associated employee ID: []

Associated operator ID: []

Session location ID: SCDE SC DEPT OF EDUCATION

User currency ID: USD U S DOLLARS

Report group ID: []

Associated vendor ID: []

FASuite InfoCenter URL: []

Supported web applications: []

- In the New Password field, type the new password
Note that only dots will appear as you type.
The password is case sensitive, so something like user12 is not the same as USER12 when the user goes to log in, so recognize if you have the CAPS lock on or not.
- Click the Save button.

The screenshot shows a web browser window titled "Users - Google Chrome" with the URL `faweb7.assetworks.com/SCDOE/FAScreen/FAWebScreen.aspx?screenId=3007&screenName=Setup%20-%20System%20Mgmt%20-%20Access%20Rights%20-%20U...`. The interface is for managing users. At the top, there is a toolbar with icons for Search, Reload, Sort, Filter, Sort, New, Copy, Delete, Edit, Save, Cancel, Export, and Report. The "Save" button is highlighted with a red box and a red circle containing the number 8. Below the toolbar is a table with columns: Row #, User ID, User name, Phone, and User employ. The first row shows "1", "CLERK", "CLERK TEST", and empty fields. Below the table is a "Basic Info" form for the user "CLERK TEST". The form has a "New password" field with a red box around it and a red circle containing the number 7. Other fields include Name (CLERK TEST), Email address, Associated employee ID, Associated operator ID, Session location ID (SCDE, SC DEPT OF EDUCATION), User currency ID (USD, U S DOLLARS), Report group ID, and Associated vendor ID. The bottom of the page shows "javascript;" and "1 of 1".

9. Close the User's window or Search for additional users to reset, as needed.

The screenshot shows the AssetWorks 'Users' interface in a Google Chrome browser. A red hexagon with the number '9' is positioned above the word 'or'. A red dotted line connects this hexagon to two red-bordered boxes: one around the 'Search' icon in the top toolbar and another around the 'Close' (X) button in the browser window's title bar. Below the toolbar is a table with columns: Row #, User ID, User name, Phone, and User employ. The first row contains '1', 'CLERK', 'CLERK TEST', and is empty for the other columns. Below the table is a 'Basic Info' form for the selected user 'CLERK TEST'. The form includes fields for Name (CLERK TEST), Phone, New password, Email address, Associated employee ID, Associated operator ID, Session location ID (SCDE, SC DEPT OF EDUCATION), User currency ID (USD, U S DOLLARS), Report group ID, Associated vendor ID, FASuite InfoCenter URL, and Supported web applications. The browser's status bar at the bottom shows 'Ready' and '1 of 1'.