



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Change Login.Password)

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DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	14/10/2021	Qusyairi	First Version of User Manual – Change Login Password

1. Change Login Password

What it's for

A temporary password will be given to the user for the first time logging in to the system and they need to change the password according to their respective suitability.

Change login password step

1.1 On the left panel of the system, click on **Options > Change Password**.

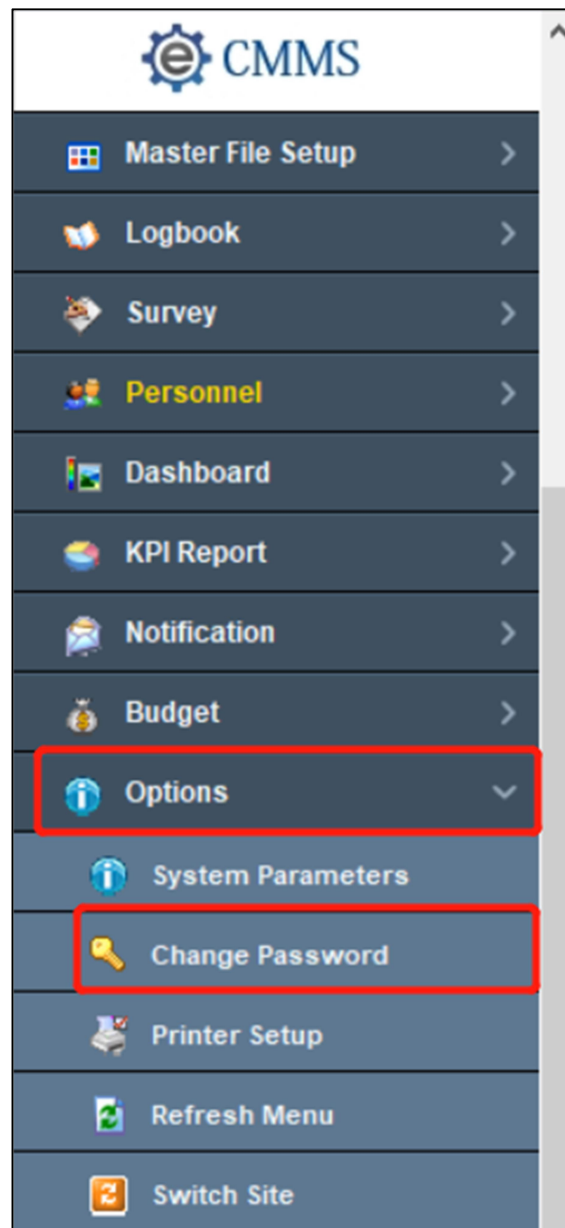


Figure 1-1

1.2 Change Password window will appear and key in new password information.
Below are the sample of information inserted:

Column Name	Description
New Password	password
Confirm New Password	password

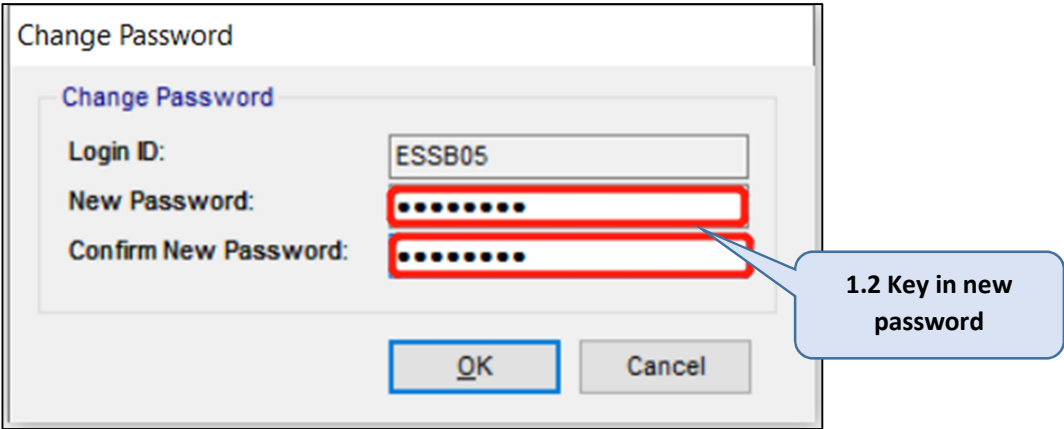


Figure 1-2

1.3 Click **OK** to save the password information.

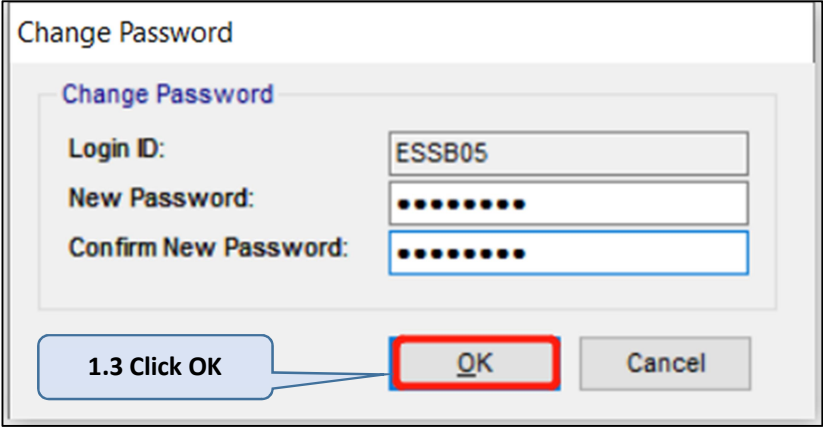


Figure 1-3