



EVANTAGE SOLUTIONS SDN BHD

**Computerized Maintenance
Management System
(CMMS)**

USER MANUAL

***(Reset ID Password & Locked ID
Account)***

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DOCUMENT CONTROL

Document No : CMMS/USERLOGIN/003
Document Name : Reset ID Password & Locked ID Account
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	03/01/2022	Zuhair	First Version of User Manual – Reset ID Password & Locked ID Account

1. Reset User ID 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.

Reset user ID password step

1.1 On the left panel of the system, click on **System Admin > User Login**.

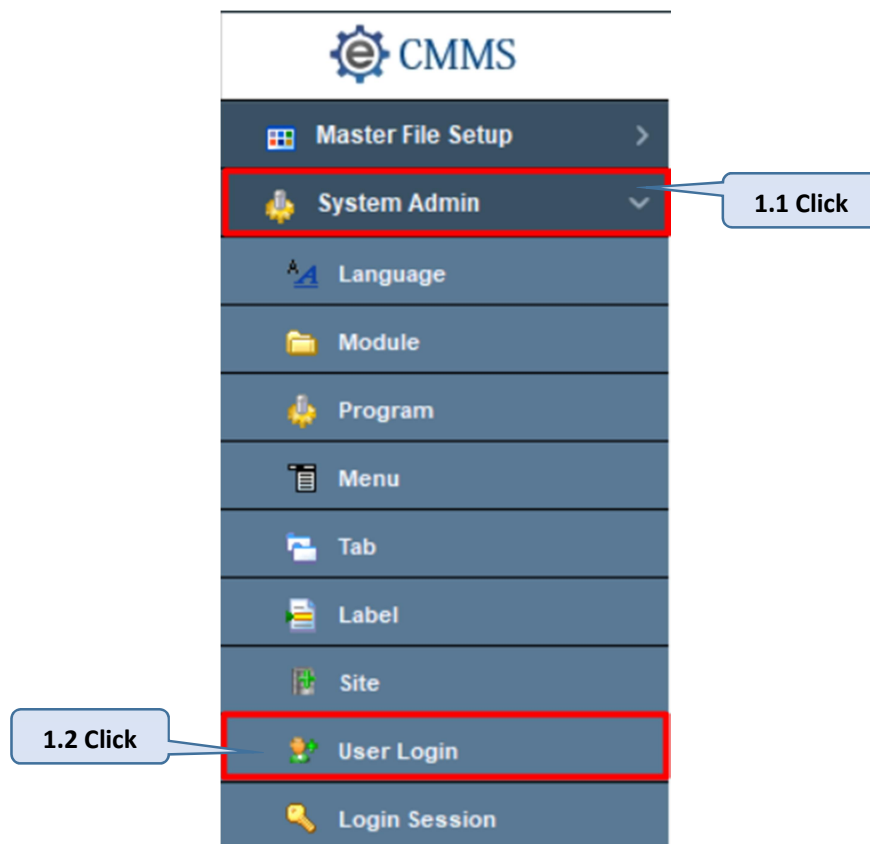


Figure 1.1

1.2 Click  icon to dropdown user ID listing, tick on desired user ID and click OK button.

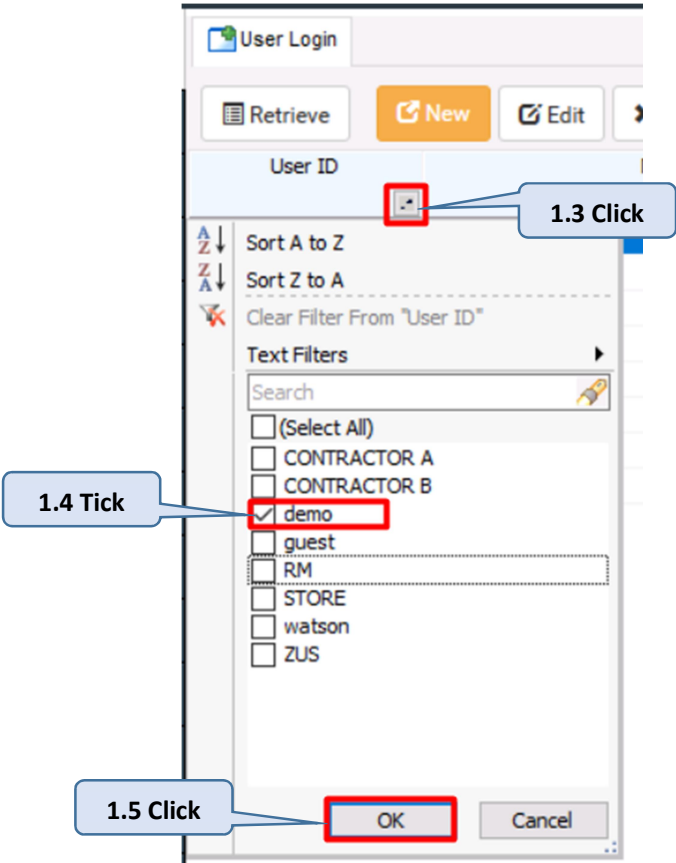


Figure 1.2

1.3 Click edit button

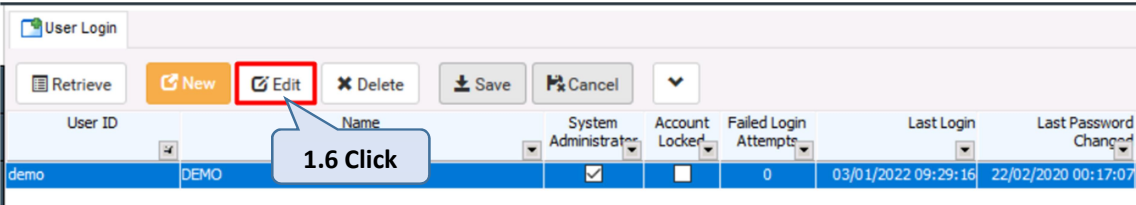


Figure 1.3

1.4 Change User password to temporary password. Example: Abc@123. Click save button.

The screenshot shows a 'User Login' form with the following fields and values:

- User ID: demo
- Password: (masked with dots, highlighted with a red box and callout '1.7 Type')
- Name: DEMO
- Expired Date: 00/00/0000
- System Administrator: ☒
- Account Locked: ☐
- Failed Login Attempts: 0
- Last Login: 03/01/2022 09:29:16
- Last Password Changed: 22/02/2020 00:17:07

At the bottom, there is a section for 'User's Default Settings':

- Default Site Code: IT
- Default Language: DEFAULT

At the top of the form, there are buttons: Retrieve, New, Edit, Delete, Save (highlighted with a green box and callout '1.8 Click'), and Cancel.

Figure 1.4

1.5 User ID has been reset successfully. Please inform user to re-login CMMS using temporary password given. Once login, please change the password according to their respective suitability.

2. Reset Locked User ID Account

What it's for

User ID will be locked after several login failed in CMMS.

Reset user login password step

2.1 On the left panel of the system, click on **System Admin > User Login**.

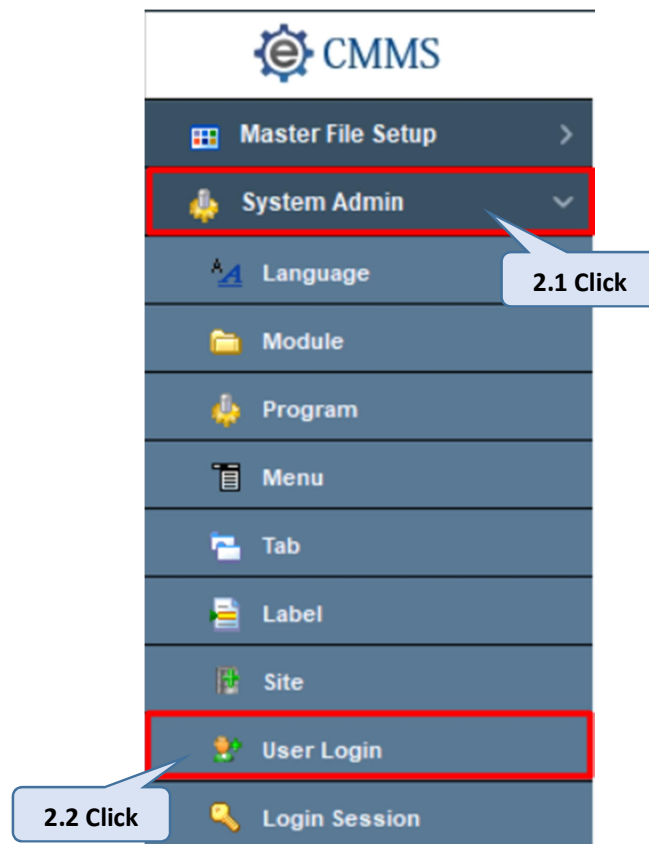



Figure 2.1

2.2 Click  icon to dropdown user ID listing, tick on desired user ID and click OK button.

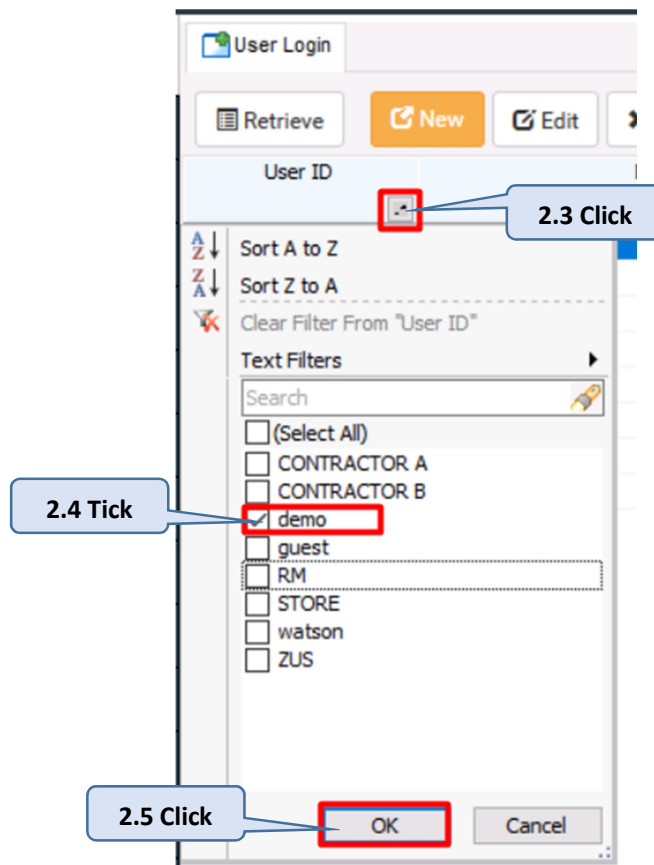


Figure 2.2

2.3 Click edit button

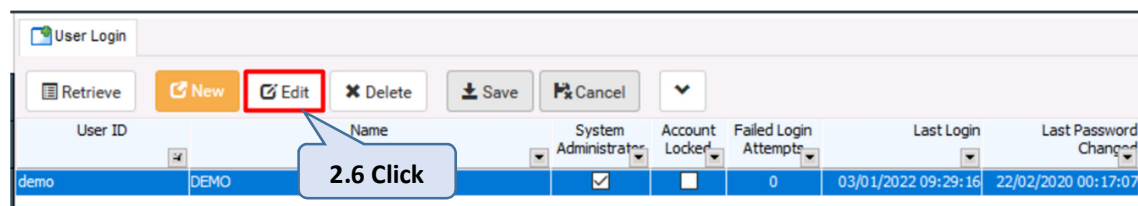
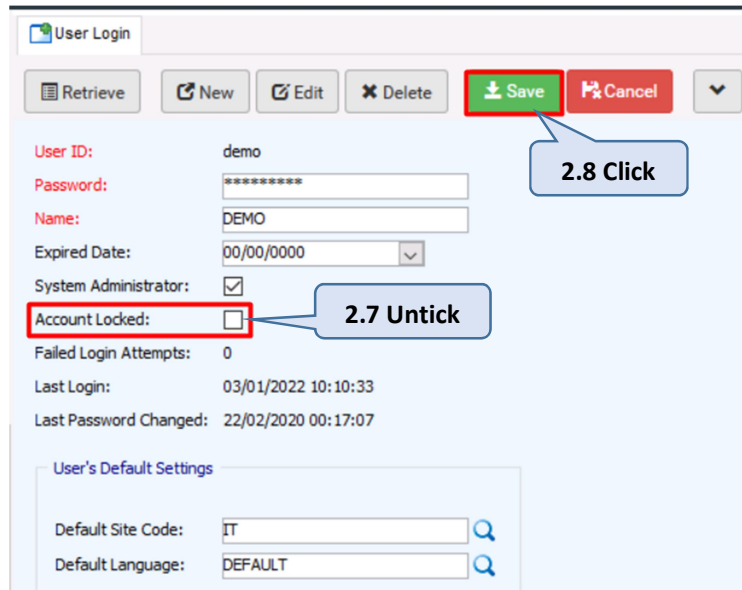


Figure 2.3

2.4 Untick the check box for Account Locked. Click Save button



The screenshot shows a 'User Login' form with the following fields and controls:

- Buttons:** Retrieve, New, Edit, Delete, Save (highlighted with a red box and a callout '2.8 Click'), Cancel.
- User ID:** demo
- Password:** masked with asterisks
- Name:** DEMO
- Expired Date:** 00/00/0000
- System Administrator:** checked
- Account Locked:** unchecked (highlighted with a red box and a callout '2.7 Untick')
- Failed Login Attempts:** 0
- Last Login:** 03/01/2022 10:10:33
- Last Password Changed:** 22/02/2020 00:17:07
- User's Default Settings:**
 - Default Site Code: IT
 - Default Language: DEFAULT

Figure 2.4

2.5 User ID account has been unlocked successfully. Please inform user to re-login CMMS as usual.