



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**.

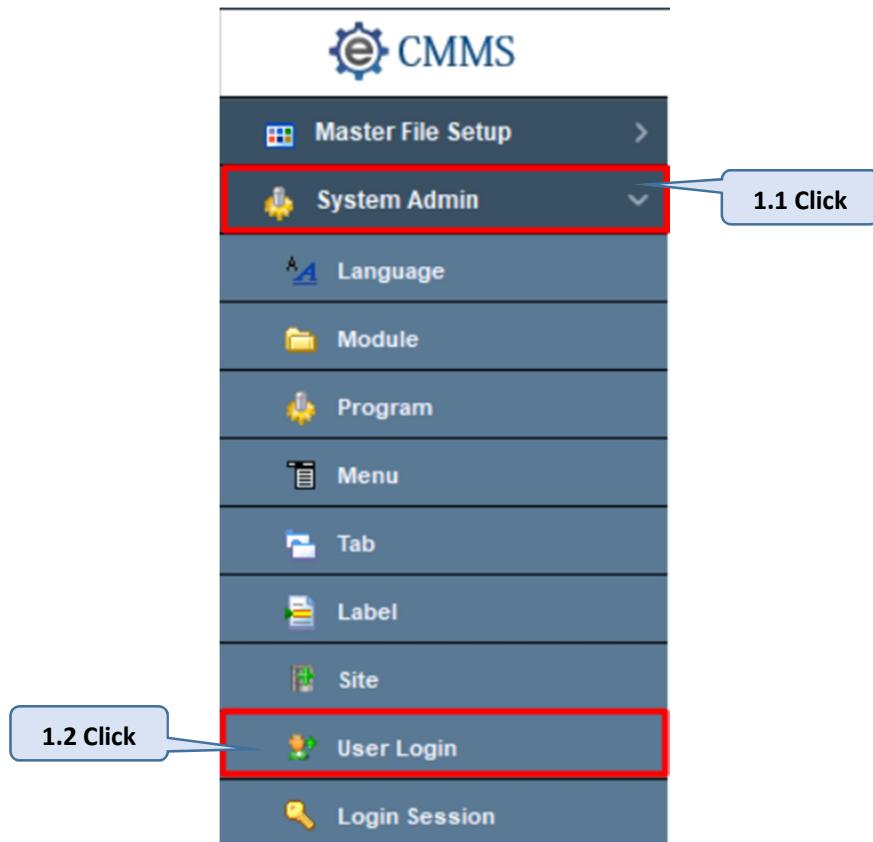


Figure 1.1

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

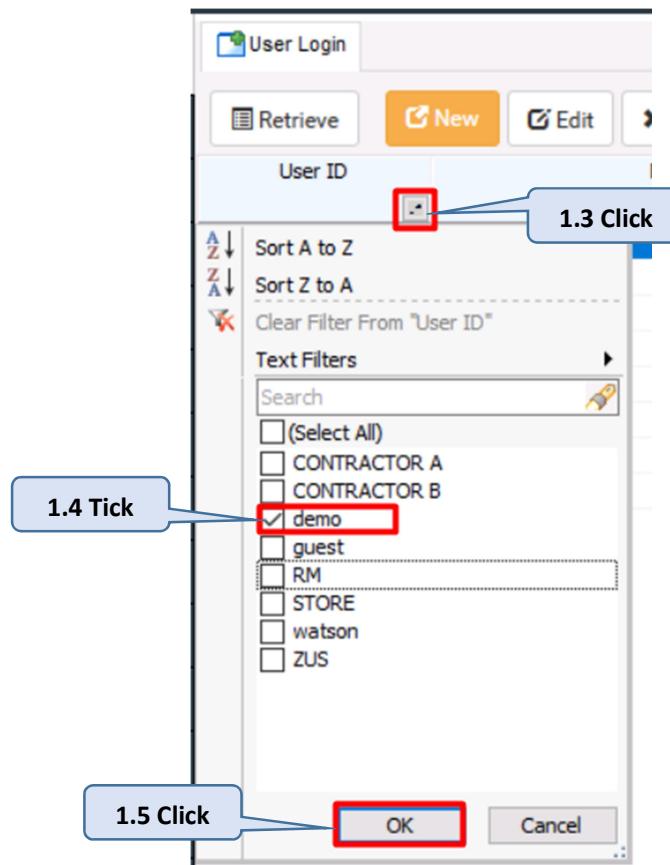


Figure 1.2

1.3 Click edit button

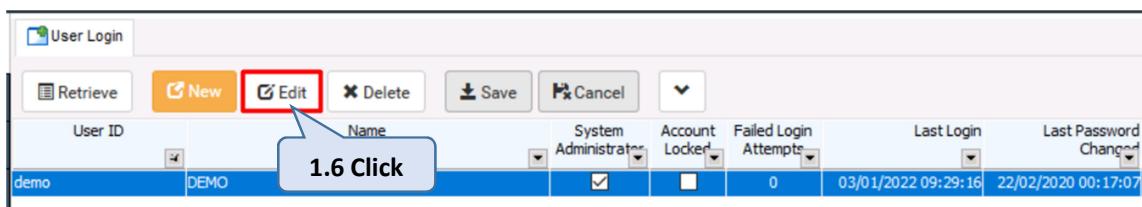


Figure 1.3

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

The screenshot shows a 'User Login' interface with the following details:

- User ID: demo
- Password: (Redacted)
- 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

Below these fields is a section titled 'User's Default Settings' containing:

- Default Site Code: IT
- Default Language: DEFAULT

At the top right are buttons for 'Save' (highlighted with a red box and a 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**.

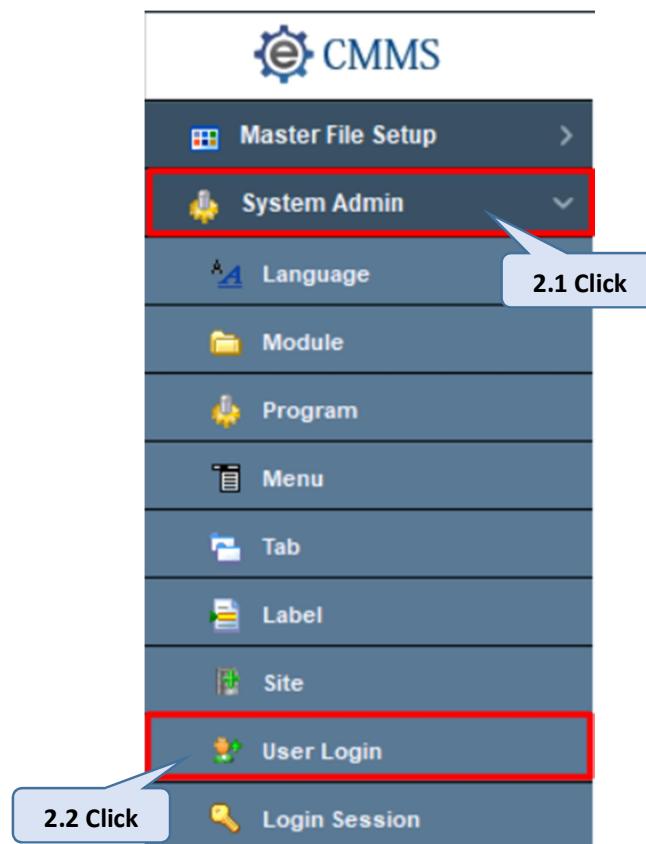


Figure 2.1

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

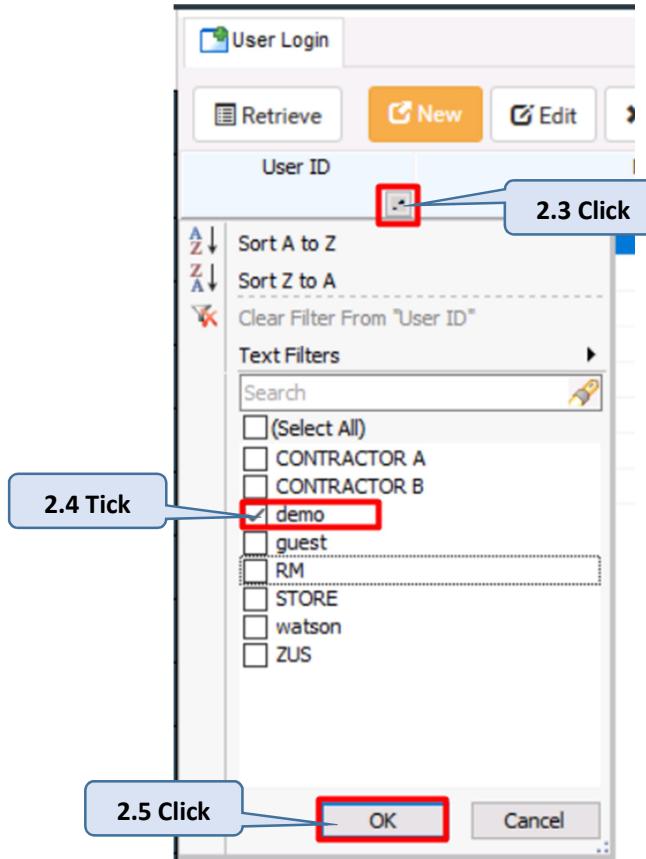


Figure 2.2

2.3 Click edit button

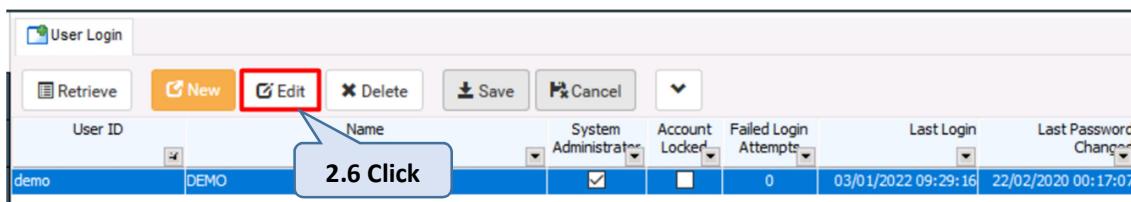
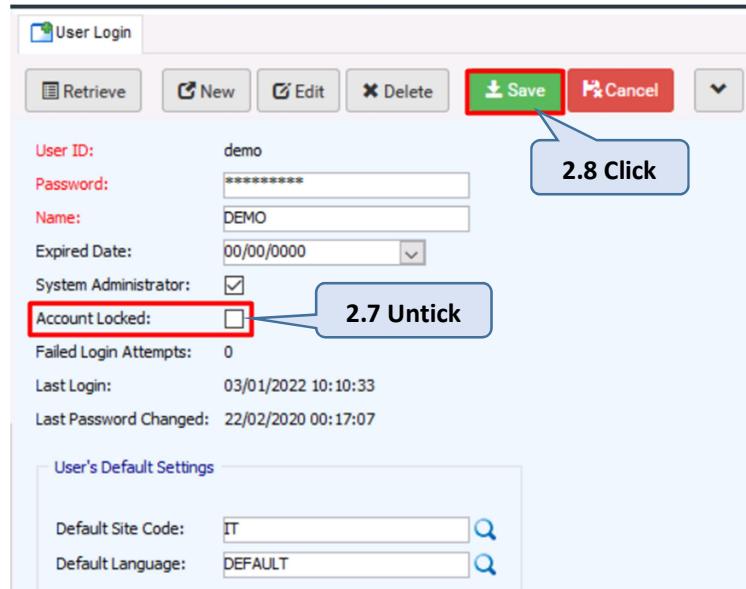


Figure 2.3

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



The screenshot shows the 'User Login' interface. At the top, there are buttons for 'Retrieve', 'New', 'Edit', 'Delete', 'Save' (highlighted with a red box and a callout '2.8 Click'), and 'Cancel'. Below these are fields for 'User ID' (demo), 'Password' (*****), '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), and 'Last Password Changed' (22/02/2020 00:17:07). A section for 'User's Default Settings' shows 'Default Site Code' (IT) and 'Default Language' (DEFAULT). A blue callout '2.7 Untick' points to the 'Account Locked' checkbox, and another blue callout '2.8 Click' points to the 'Save' button.

Figure 2.4

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