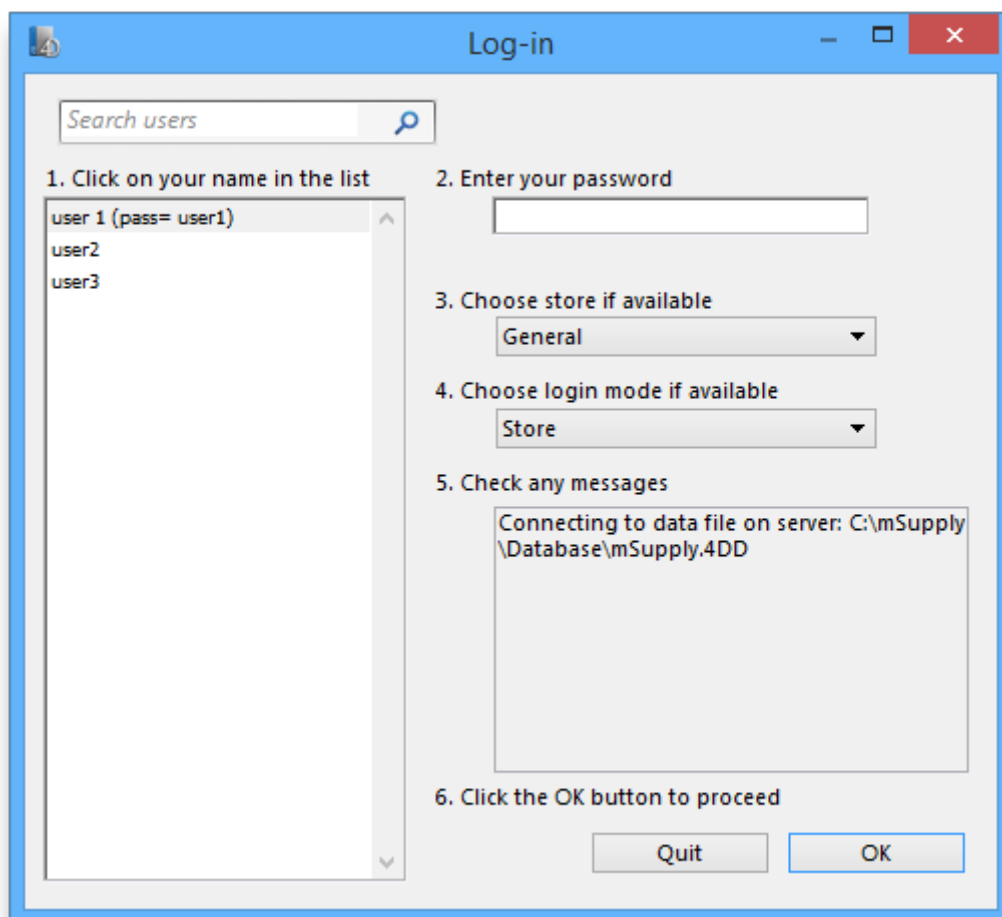


## 22.08. Changing users and passwords

### Changing the current user

**Choose File » Change User** This menu item allows you to change to a different user without quitting mSupply.



If more than one user is sharing your computer, choose this item before you leave the computer so that the next user will have to log in with their user name & password before gaining access.

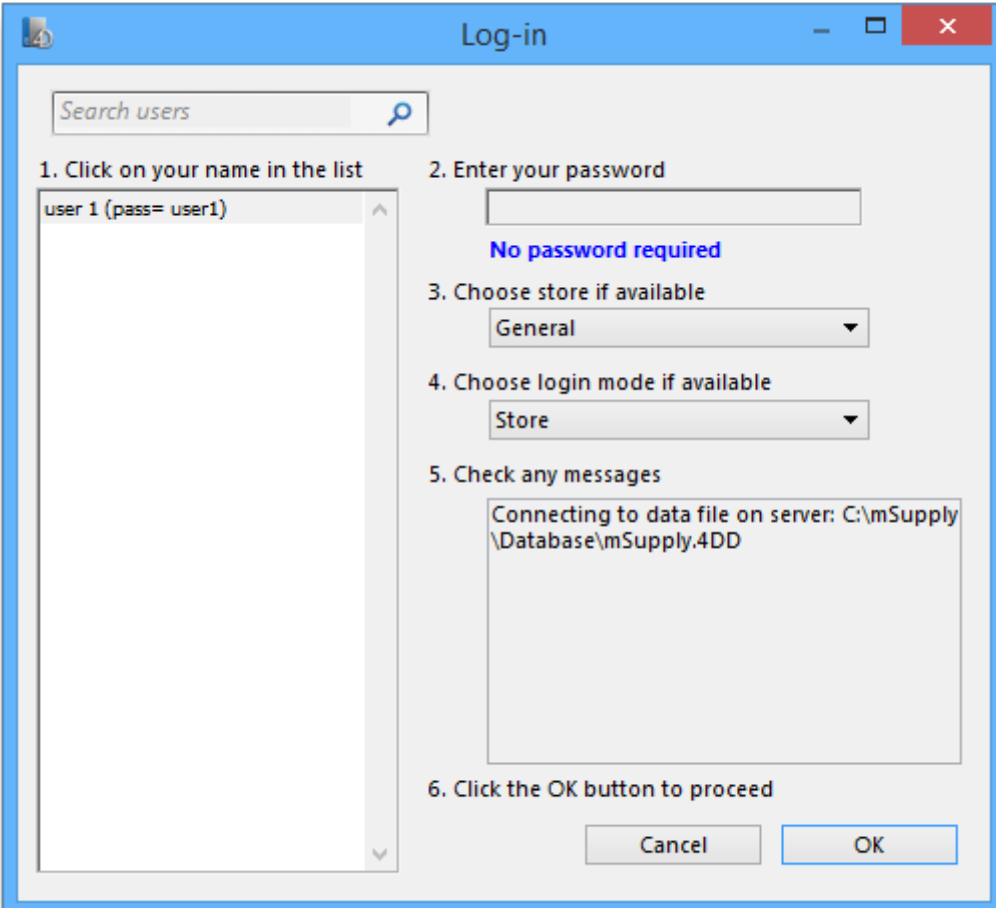
If you find yourself on this page accidentally and if you do not have sufficient permissions to change to another store or user then you will have to close and restart mSupply by clicking Quit or the red X at the top right of the screen and launching the program again.



- **user 1** and **user 2** (the first 2 users in the list when opening a new datafile) are special. You cannot delete these users, and they always have access to mSupply (even if they belong to a group that has been de-activated). If you only want one person to have full access, set the user1 password to be the same as the user2 password.

## Switching stores

This menu item lets a user (whose permissions allow) switch stores and/or login mode without the need to re-enter their password. Note that this screen does not allow a change of user; pressing *Cancel* reverts to the current store/login mode, so caution in using this feature should be exercised, and this screen should not be displayed when the computer is left unattended.

A screenshot of a Windows-style dialog box titled "Log-in". The dialog has a blue title bar with standard minimize, maximize, and close buttons. Inside, there is a search bar at the top labeled "Search users" with a magnifying glass icon. Below this, the dialog is divided into two main sections. The left section, labeled "1. Click on your name in the list", contains a list box with one entry: "user 1 (pass= user1)". The right section contains several steps: "2. Enter your password" with a text input field and the text "No password required" below it; "3. Choose store if available" with a dropdown menu showing "General"; "4. Choose login mode if available" with a dropdown menu showing "Store"; "5. Check any messages" with a text area containing the message "Connecting to data file on server: C:\mSupply\Database\mSupply.4DD"; and "6. Click the OK button to proceed". At the bottom right, there are "Cancel" and "OK" buttons.

Log-in

Search users

1. Click on your name in the list

user 1 (pass= user1)

2. Enter your password

No password required

3. Choose store if available

General

4. Choose login mode if available

Store

5. Check any messages

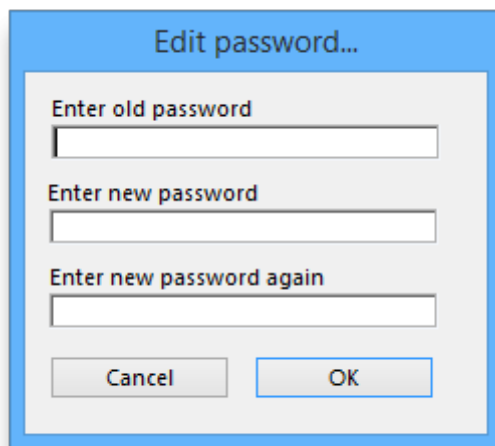
Connecting to data file on server: C:\mSupply\Database\mSupply.4DD

6. Click the OK button to proceed

Cancel OK

## Change password

You can change your password by choosing **File>Change Password...**



You need to enter the new password twice to make sure you have typed it correctly.



- Passwords are case sensitive; make sure you don't have *Caps Lock* on.
- When you enter a password you have to enter exactly the same text into the second field.
- If you forget your password you must ask **user 1** and **user 2** to change your password for you - refer [Changing the current user](#).

## Edit users

See [Managing users](#)

Previous: [22.07. Automatic updates](#) | | Next: [22.09. Diagnostics](#)

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