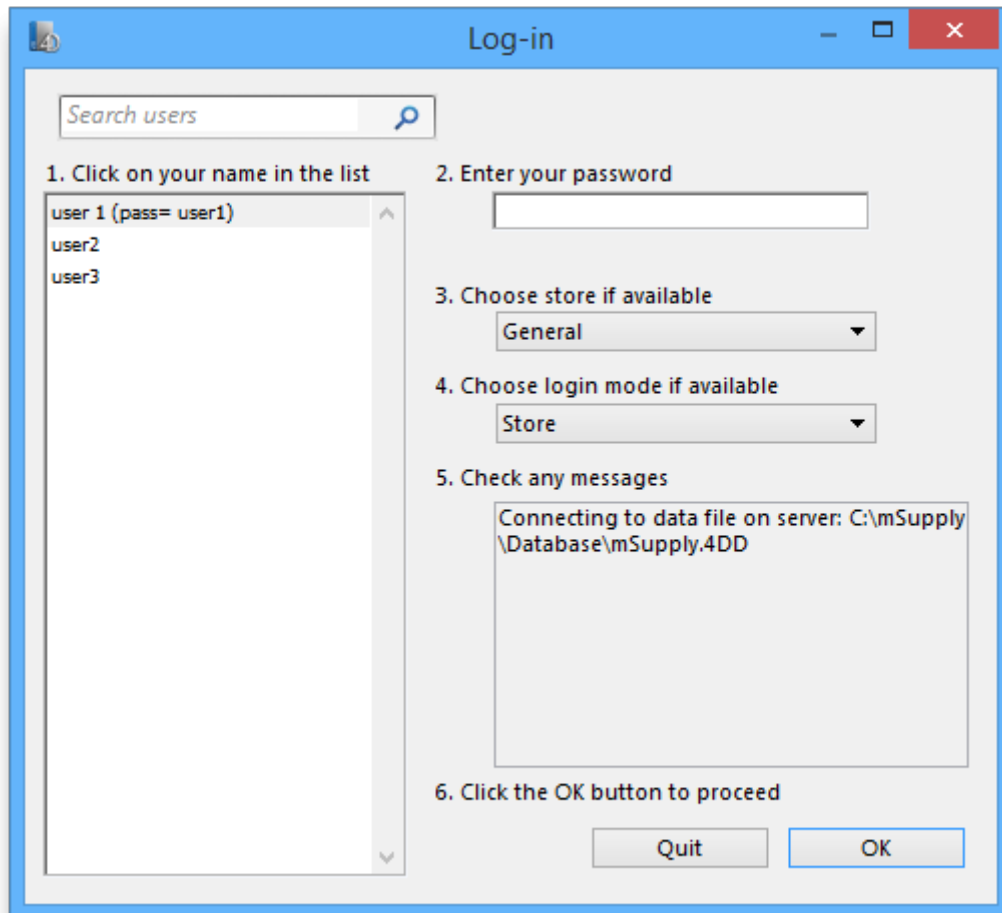


## 23.08. Changing users and passwords

### Changing the current user

**File > Change User...** (Keyboard shortcut **Ctrl+1**)

This allows you to change which user is currently logged into mSupply on the computer, without having to close and reopen 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

### File > Switch... (Shortcut **Ctrl+2**)

This menu item lets a user (whose permissions allow) switch stores 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, so caution in using this feature should be exercised, and this screen should not be displayed when the computer is left unattended.

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

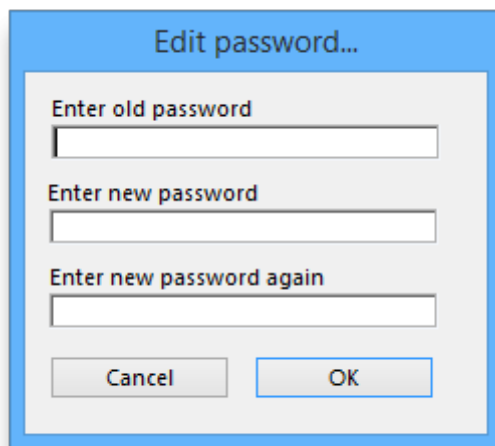
6. Click the OK button to proceed

Cancel OK

## Change password

### File > Change Password....

This allows you to change your 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: [25.07. Updating mSupply](#) | | Next: [25.09. Diagnostics](#)

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