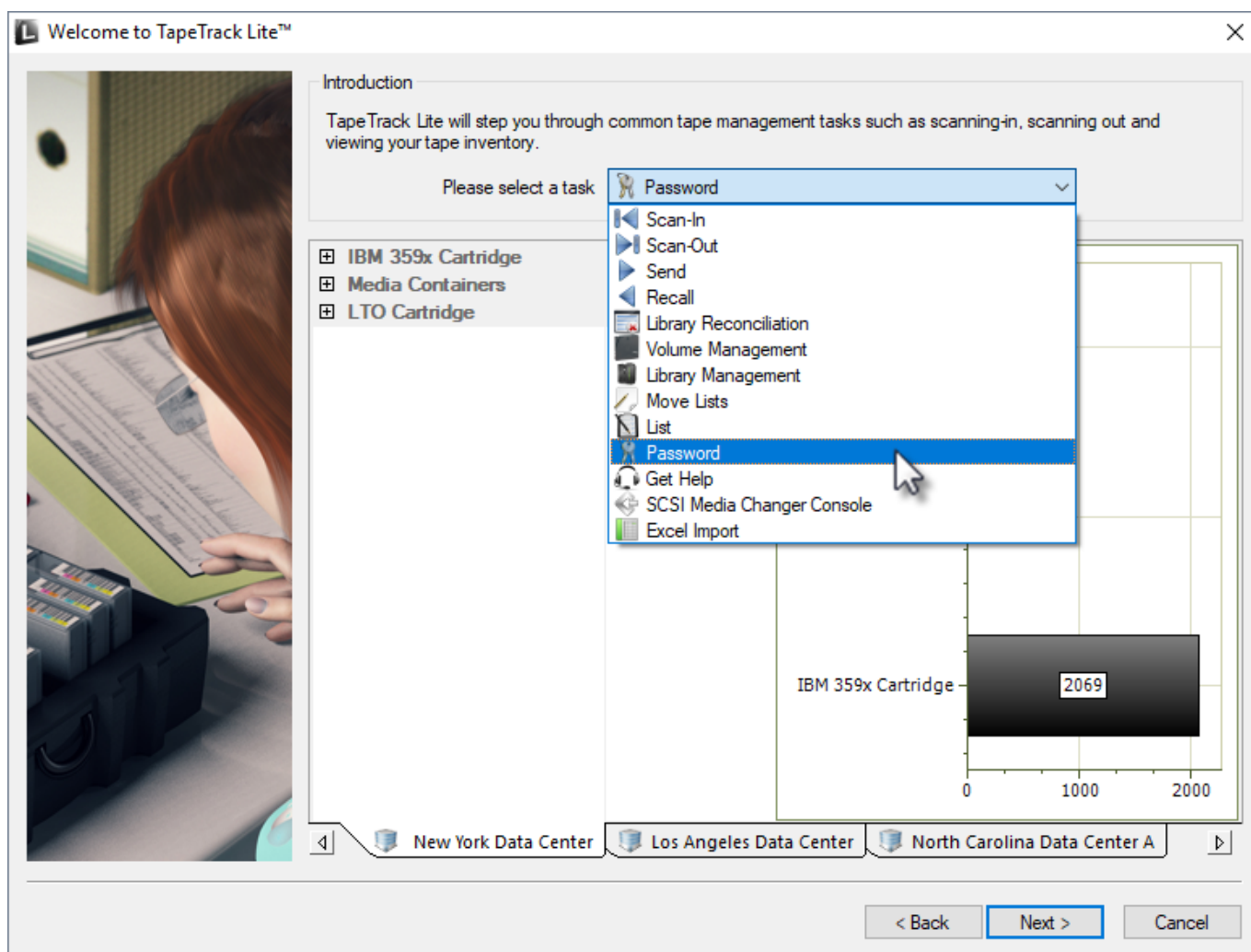


Password

The Password task allows you to change the password for the current user. To manage users for accounts other than the current user refer to the Users task selection.

Select Password

Once logged into TapeTrack Lite, select Password from the Library Management Tasks drop-down menu.



Changing a password

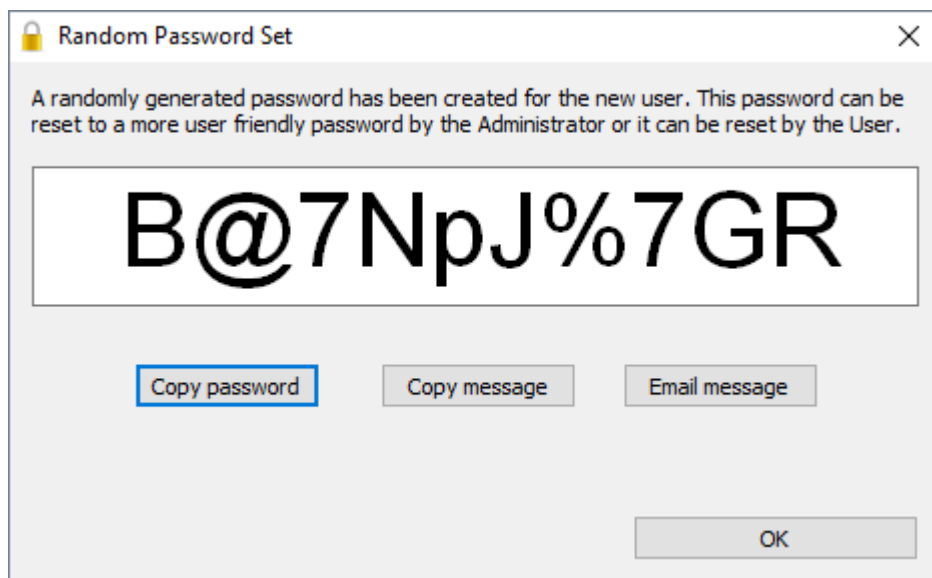
In the Password change box, enter:

- your current password
- new password
- verify new password



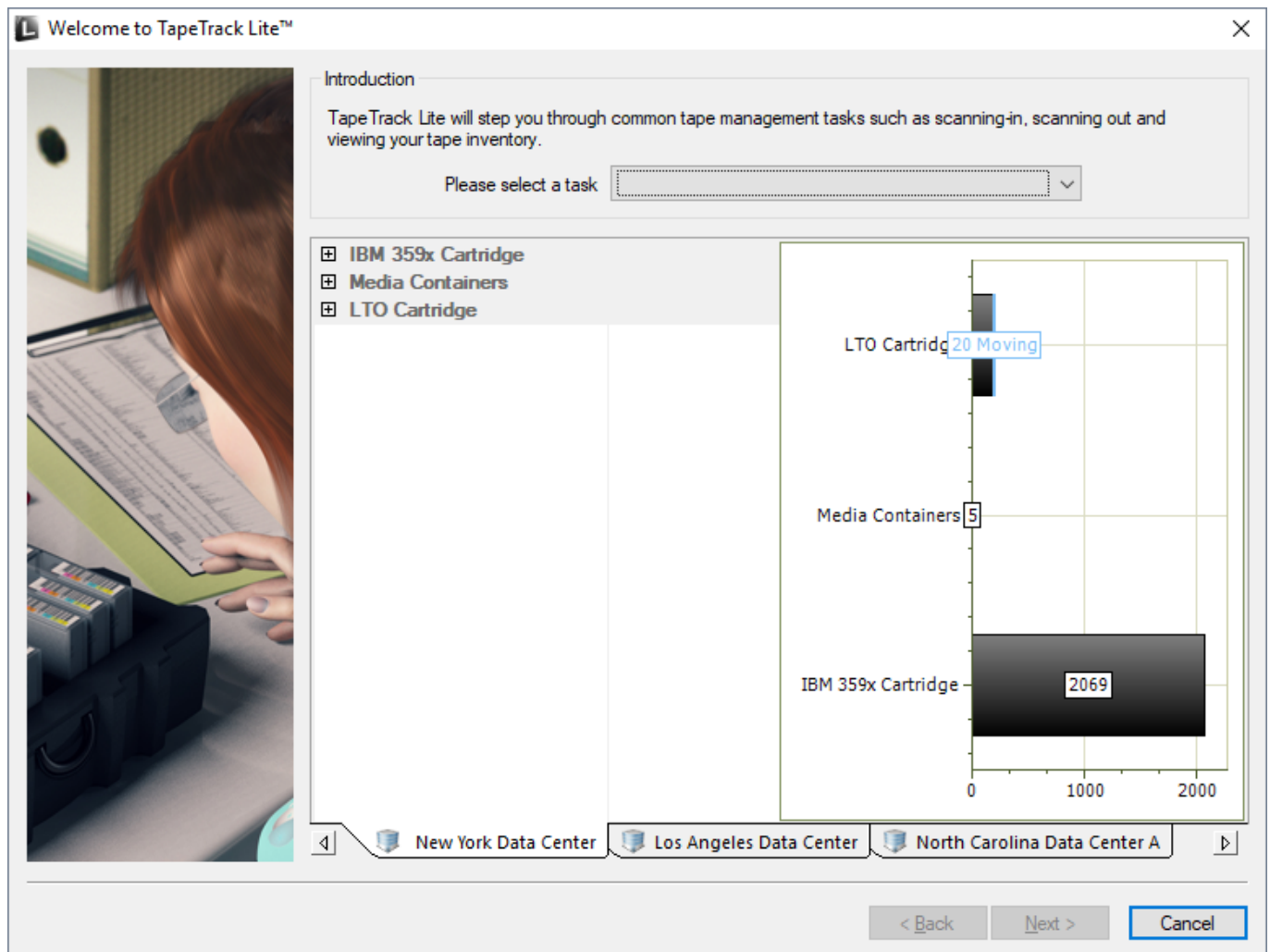
The "Password Change" dialog box features a yellow padlock icon at the top. Below it, there are four input fields: "User" (containing "Current User"), "Current Password" (filled with dots), "New Password" (filled with dots), and another "New Password" field (also filled with dots). A "Random" button is positioned below the second "New Password" field. At the bottom, there are "OK" and "Cancel" buttons.

Click the Random button if you prefer a randomly generated password to be entered into the password fields. This password can be reset to a more user friendly password by the administrator or user. Click the copy password button to copy generated password to your clipboard. Copy message will give you the text " A new TapeTrack User-ID has been created for you to use. You can access this account using the User-ID (Current User) and the password(B@7NpJ%7GR)" copied to your clipboard for convenience when sending a message to the user with login details. Clicking email message will open up your default email client with the same text as Copy message.



The "Random Password Set" dialog box displays a message: "A randomly generated password has been created for the new user. This password can be reset to a more user friendly password by the Administrator or it can be reset by the User." Below the message, the password "B@7NpJ%7GR" is shown in a large font. At the bottom, there are three buttons: "Copy password", "Copy message", and "Email message". An "OK" button is located at the bottom right.

Click OK to close window. When finished filling out the password fields click OK to update your password and return you to the TapeTrack Lite start screen.



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