

# Job Tracker Professional

## Changing and Resetting Passwords



### Reset/change Password for Job Tracker Professional

If a user's password needs to be changed or reset, this can be actioned by anyone on your team with administration rights in Job Tracker.

- Click on Control Panel.
- Select the Security / Users tab.
- Click Manage Users.
- Double Click the relevant name from the list.  
The User Name should then be displayed in the middle section
- Enter the chosen password in the Password Field.
- Retype the password in the confirm password Field.
- Click Save User.
- Click Exit.

The user will be prompted for the new password the next time they sign in.

A screenshot of the 'Job Tracker Professional - Users' window. On the left, a list of 'Available Users' includes Elamy Fraser, James Park, Julia Sherwin, Sam Sherwin (highlighted), and System Administrator. The main area shows a form for user management. Fields include Full Name (Elamy Fraser), User Name (elie), Password, Confirm Password, Security Level (System Administrator), Marketing Source, E-Mail Address (elie@rbysystems.co.uk), Home Folder, and Default Printer. There are several checkboxes for permissions like 'Show Select Printer', 'Log User Data', 'Show Mobile Updates', and 'Add User to Staff Member List'. An 'Email Settings' section has fields for Username, Password, and Signature FileName, with buttons for 'Pick Email Signature', 'Make Signature Compatible', 'Make Blank Signature', 'Edit Signature', and 'Preview Signature'. At the bottom, it shows 'Last Logon Date: 18/10/2016 13:24:58' and buttons for 'Add New User', 'Delete Selected User', and 'Exit'. A status bar at the bottom left says 'Current Users: 5'.