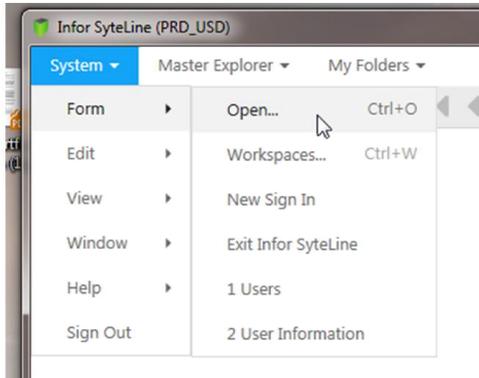


How to add a password to SyteLine?

Once you log into SyteLine you will want to click on: System > Form > Open



Once you click open it will open a new window. Down at the bottom there is an empty box under Filter. Next to the box it says: All Containing: You will type User Information in the box and click ok.

Select by Name Instead of Caption

Filter _____

All containing:

Case-sensitive

You should then see User Information appear at the top of the screen. Double click on User Information.

Caption	Name
User Information	ChangePassword

From here you will be asked to provide your old password and then your new user password. If you never had a password leave the Old Password Blank. Then enter the password you want to use in the User Password and Confirm Password fields.

User ID: putmanhl

User Description:

Old Password:

User Password:

Confirm Password: