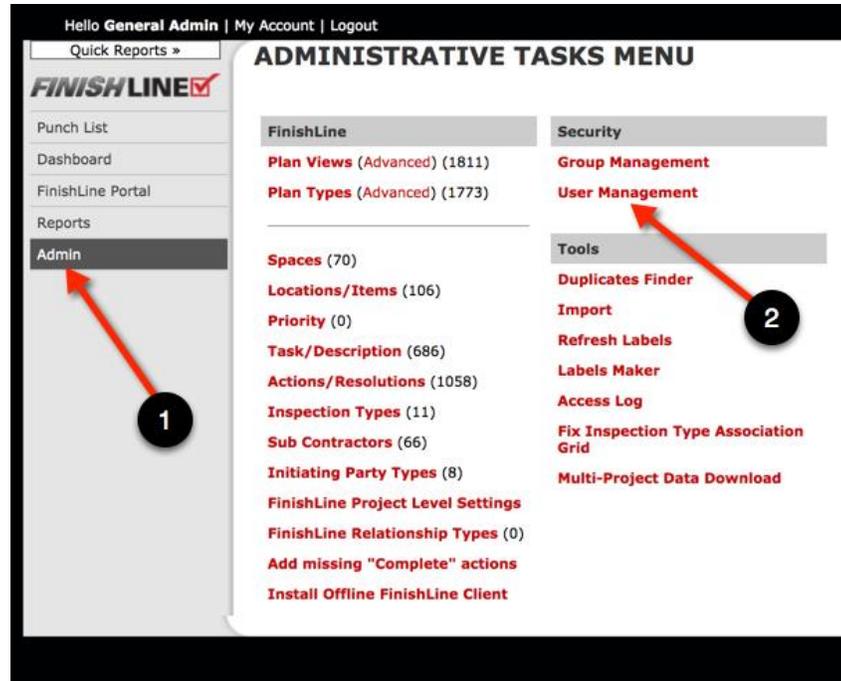
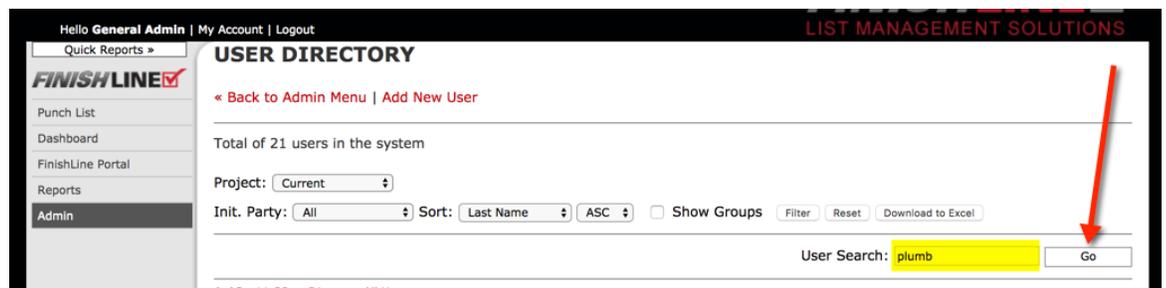


Admin: Find and Change User Password

To lookup a user password, navigate to the Admin screen and click on **User Management**.



In the User Search box, Type in the all or part of any of the following:
First Name, Last Name, Email Address of the user whose password you want to lookup, the select **Go**.



Click the pencil edit icon for the user whose password you want to look up.

Quick Reports » **FINISHLINE** ✓

Admin

USER DIRECTORY

« Back to Admin Menu | Add New User

Total of 21 users in the system | Search for "plumb" - Clear Search Criteria

Project: Current

Init. Party: All Sort: Last Name ASC Show Groups Filter Reset Download to Excel

User Search: Go

ID	Active	Last Name	First Name	Email Address	Username	Initiating Party	Primary Project
456	X	Piper	Peter	PPiper@Petesplumbing.com	subc01	5-Sub Contractor	FinishLine
516	X	Plumb	Jake	jake@PLS.com	71377	5-Sub Contractor	FinishLine

Select... Continue »

Click on the Reveal Password link.

Quick Reports » **FINISHLINE** ✓

Admin

USER: JAKE PLUMB

User Information

Edit Record Master Permissions Object Access Delete User Exit

First Name Jake

Last Name Plumb

Email Address jake@PLS.com

Username 71377

Password [Reveal Password](#)
Password must contain at least 4 letters (or special characters) and 2 digits

Signature Plumb Level Square Co.

Default Initiating Party Type: 5-Sub Contractor

There's the user password you were looking for.

From demo.a3db.net

Your password

pass77

Cancel OK

USER: JAKE
User Information

First Name: Jake

Last Name: Plumb

Email Address: jake@PLS.com

Username: 71377

Password: ***** [Reveal Password](#)
Password must contain at least 4 letters (or special characters) and 2 digits

Signature: Plumb Level Square Co.

Default Initiating Party Type: 5-Sub Contractor

Active? Yes No

If you would like to change this user password, Cancel the pop up box as the password cannot be changed here.

From demo.a3db.net

Your password

pass77

Cancel OK

USER: JAKE
User Information

First Name: Jake

Last Name: Plumb

Email Address: jake@PLS.com

Username: 71377

Password: ***** [Reveal Password](#)
Password must contain at least 4 letters (or special characters) and 2 digits

Signature: Plumb Level Square Co.

Default Initiating Party Type: 5-Sub Contractor

Type NEW password in the password box.
Password must contain at least 4 letters and 2 numbers.

Hello General Admin | My Account | Logout

Quick Reports »

FINISHLINE ✓

Punch List
Dashboard
FinishLine Portal
Reports
Admin

USER: JAKE PLUMB

User Information

Edit Record Master Permissions Object Access Delete User Exit

First Name Jake

Last Name Plumb

Email Address jake@PLS.com

Username 71377

Password ***** [Reveal Password](#)
Password must contain at least 4 letters (or special characters) and 2 digits

Signature Plumb Level Square Co.

Default Initiating Party Type: 5-Sub Contractor

Active? Yes No

Then when you select the Reveal Password link, you'll see the new password you just created.

Then select save at the bottom.

From demo.a3db.net

Your password

pass1986

Cancel OK

First Name Jake

Last Name Plumb

Email Address jake@PLS.com

Username 71377

Password ***** [Reveal Password](#)
Password must contain at least 4 letters (or special characters) and 2 digits

Signature Plumb Level Square Co.

Default Initiating Party Type: 5-Sub Contractor

Active? Yes No