23.08. Changing users and passwords

Changing the current user

2025/08/13 20:12

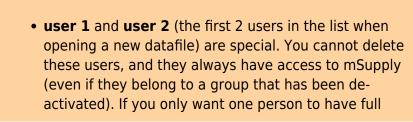
This allows you change which user is currently logged into mSupply on the computer, without having to close and reopen mSupply.

Choose File » Change User This menu item allows you to change to a different user without quitting mSupply.

b	Log-in – 🗆 🗙
Search users	2. Enter your password
user 1 (pass= user1) user2 user3	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 Quit OK

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.



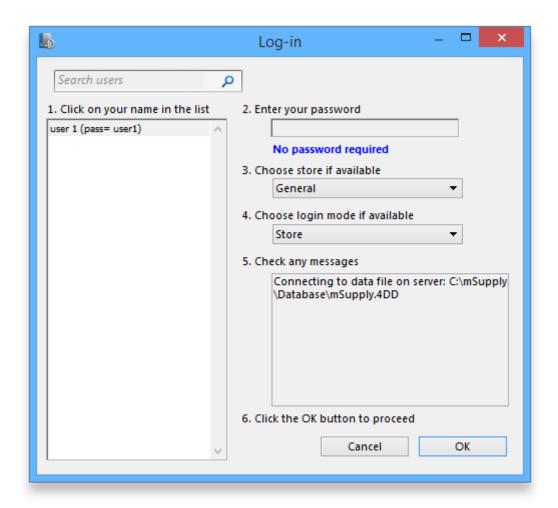


access, set the user1 password to be the same as the user2 password.

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.

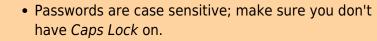


Change password

You can change your password by choosing **File>Change Password...**.

Edit pa	assword	
Enter old password		
Enter new password		
Enter new password again		
Cancel	ОК	

You need to enter the new password twice to make sure you have typed it correctly.



- 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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