

# Livestock Office – Passwords

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21/02/2018

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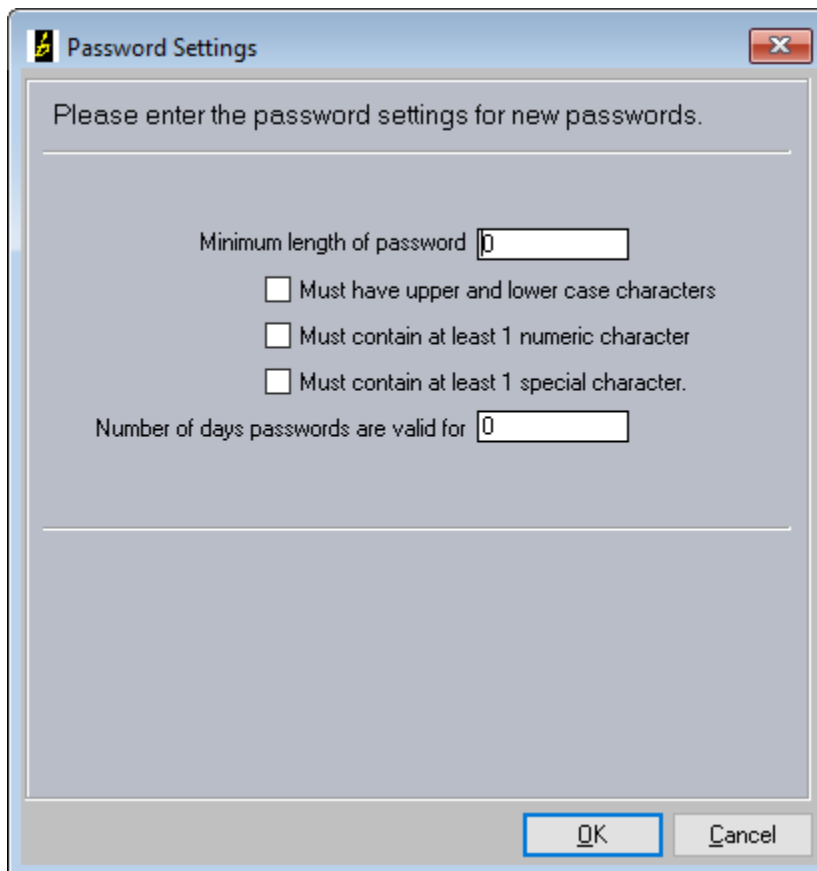
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## Password Settings

Livestock Office main menu > File > Password Settings

Configure rules for user passwords.

Users must have a priority of 9 to access this menu option.

A screenshot of a Windows-style dialog box titled "Password Settings". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains the text "Please enter the password settings for new passwords." followed by a horizontal line. Below the line, there are three settings: "Minimum length of password" with a text box containing "0", and three checkboxes: "Must have upper and lower case characters", "Must contain at least 1 numeric character", and "Must contain at least 1 special character." Below these is "Number of days passwords are valid for" with a text box containing "0". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

**Password Settings**

Please enter the password settings for new passwords.

Minimum length of password

☐ Must have upper and lower case characters

☐ Must contain at least 1 numeric character

☐ Must contain at least 1 special character.

Number of days passwords are valid for

**Figure 1: Password Settings Screen**

Enter or tick the settings that apply and click OK to save.

If 0 is set for minimum length, no minimum length will apply.

If 0 is set for days valid, the password will not expire.

## Password Change

Livestock Office main menu > File > Password Change

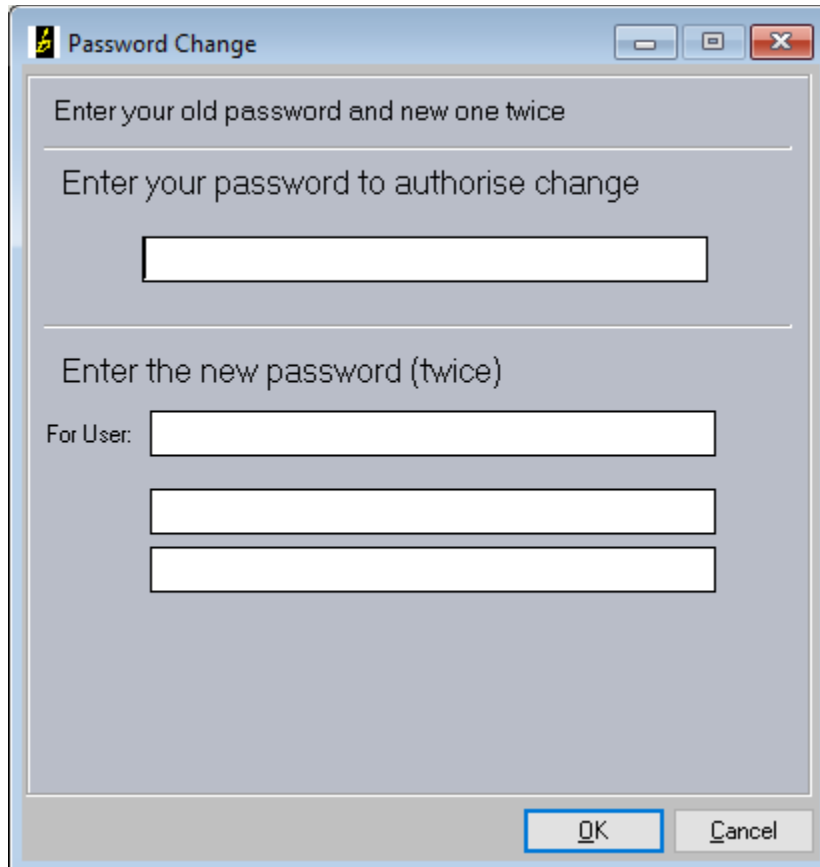


Figure 2: Password Change screen

Enter your current password in the top section.

If your user account has priority 9, the **For User** field will be visible. Enter the userid for the user that you are changing the password. Double click or F8 for a lookup to pick from.

Enter the new password twice, in the bottom section of the screen.  
The new password must not be the same as the users's existing password.  
The new password must comply with any password settings that have been defined.  
Both new password entries must be identical.

Click **OK** to save the new password.

Click **Cancel** to close the window without changing the password.