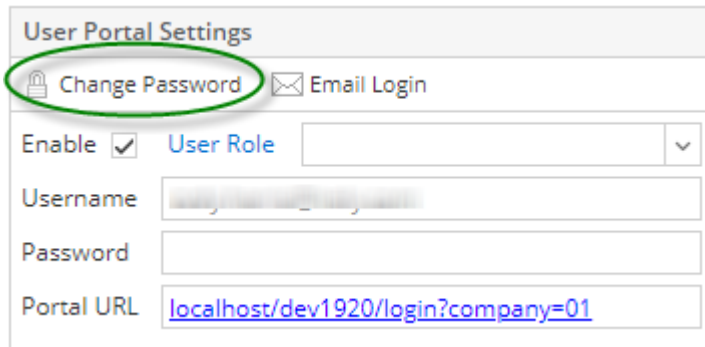


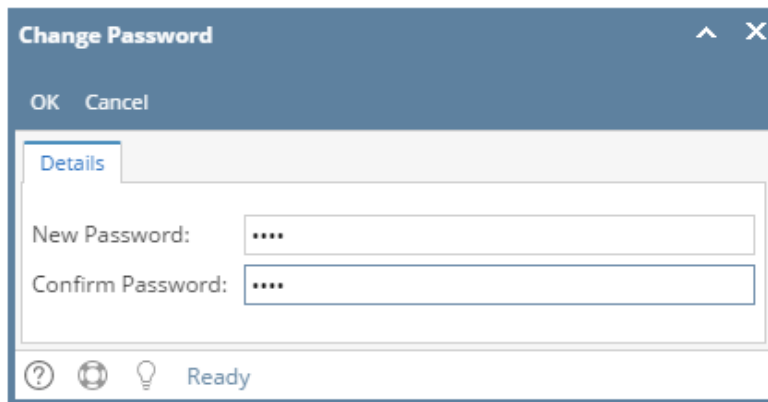
How to Change Password of Contact Login

Internal User Login:

1. Login as Internal User
2. Open the entity record, then navigate to Contacts tab
3. Select and open the record of the contact
4. Click the **Change Password** button on User Portal Settings panel
5. Enter the same values on New Password and Confirm Password fields



The 'User Portal Settings' panel is shown. It has a title bar 'User Portal Settings'. Below the title bar, there are two buttons: 'Change Password' (with a key icon) and 'Email Login' (with an envelope icon). The 'Change Password' button is circled in green. Below these buttons, there are several fields: 'Enable' with a checked checkbox, 'User Role' with a dropdown menu, 'Username' with a text field, 'Password' with a text field, and 'Portal URL' with a text field containing the value 'localhost/dev1920/login?company=01'.

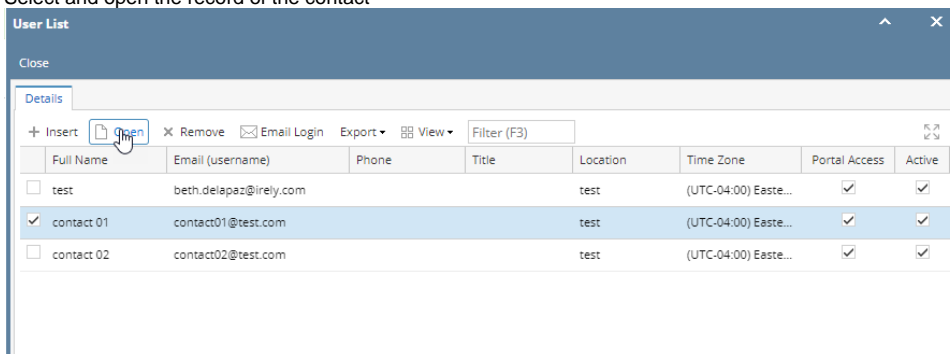


The 'Change Password' dialog is shown. It has a title bar 'Change Password' with a close button (X). Below the title bar, there are 'OK' and 'Cancel' buttons. The dialog has a 'Details' tab. Below the tab, there are two text fields: 'New Password:' and 'Confirm Password:', both with masked input (dots). At the bottom of the dialog, there are icons for help, settings, and a lightbulb, followed by the text 'Ready'.

1. Click **OK** button on Change Password screen and **Save** button on Entity Contact screen
2. Re-login to the system using the updated

Portal Admin Login:

1. Login as Portal Admin
2. Open the **User List** menu
3. Select and open the record of the contact

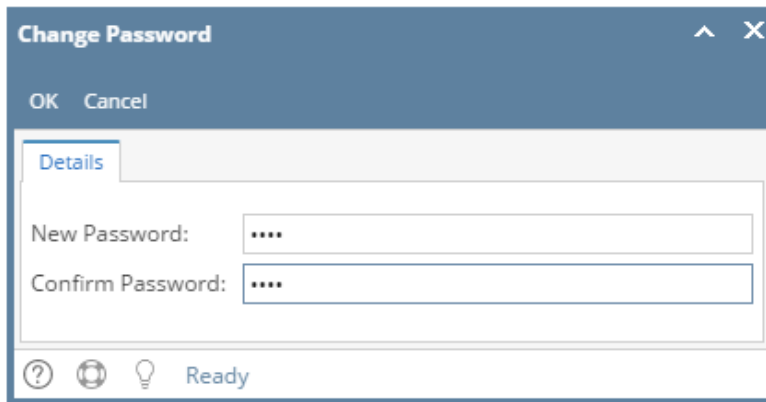


The 'User List' table is shown. It has a title bar 'User List' with a close button (X). Below the title bar, there is a 'Close' button. The table has a 'Details' tab. Below the tab, there are buttons: '+ Insert', 'Open' (with a magnifying glass icon), 'X Remove', 'Email Login' (with an envelope icon), 'Export', 'View' (with a grid icon), and 'Filter (F3)'. The table has columns: 'Full Name', 'Email (username)', 'Phone', 'Title', 'Location', 'Time Zone', 'Portal Access', and 'Active'. There are three rows of data:

	Full Name	Email (username)	Phone	Title	Location	Time Zone	Portal Access	Active
<input type="checkbox"/>	test	beth.delapaz@irelly.com			test	(UTC-04:00) Easte...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	contact 01	contact01@test.com			test	(UTC-04:00) Easte...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	contact 02	contact02@test.com			test	(UTC-04:00) Easte...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click the **Change Password** button on User Portal Settings panel

5. Enter the same values on New Password and Confirm Password fields

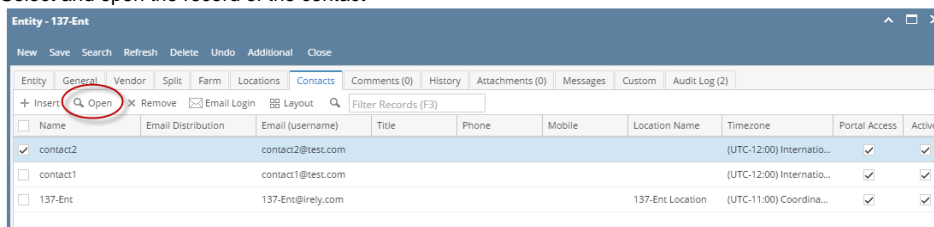


A dialog box titled "Change Password" with "OK" and "Cancel" buttons at the top. Below the buttons is a "Details" tab. The dialog contains two text input fields: "New Password:" and "Confirm Password:", both with masked characters (dots). At the bottom, there is a status bar with icons for help, refresh, and a lightbulb, followed by the word "Ready".

6. Click **OK** button on Change Password screen and **Save** button on Entity Contact screen

Internal User Login:

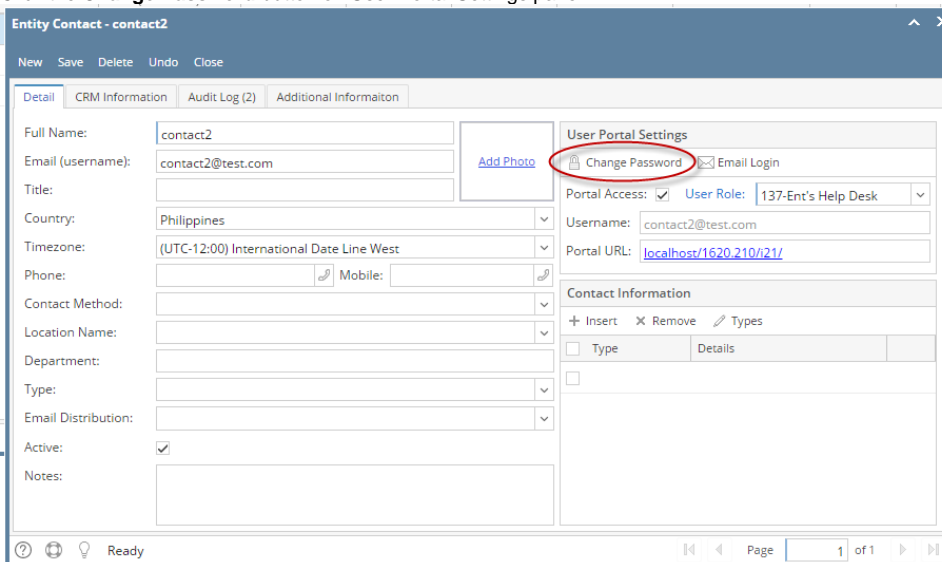
1. Login as Internal User
2. Open the entity record, then navigate to Contacts tab
3. Select and open the record of the contact



A screenshot of the "Entity - 137-Ent" application window. The "Contacts" tab is selected, showing a table of contacts. The "Open" button in the toolbar is circled in red. The table has columns: Name, Email Distribution, Email (username), Title, Phone, Mobile, Location Name, Timezone, Portal Access, and Active. The first row, "contact2", is selected.

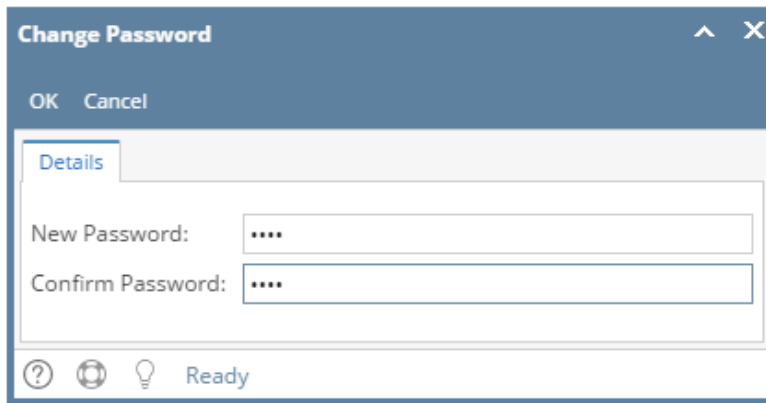
Name	Email Distribution	Email (username)	Title	Phone	Mobile	Location Name	Timezone	Portal Access	Active
contact2		contact2@test.com					(UTC-12:00) Internatio...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
contact1		contact1@test.com					(UTC-12:00) Internatio...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
137-Ent		137-Ent@irely.com				137-Ent Location	(UTC-11:00) Coordina...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click the **Change Password** button on User Portal Settings panel



A screenshot of the "Entity Contact - contact2" application window. The "User Portal Settings" panel is visible on the right, and the "Change Password" button is circled in red. The "Detail" tab is selected, showing fields for Full Name, Email (username), Title, Country, Timezone, Phone, Mobile, Contact Method, Location Name, Department, Type, Email Distribution, Active, and Notes. The "User Portal Settings" panel includes fields for Portal Access, User Role, Username, and Portal URL, along with a "Change Password" button and an "Email Login" checkbox. The "Contact Information" panel is also visible at the bottom right.

5. Enter the same values on New Password and Confirm Password fields

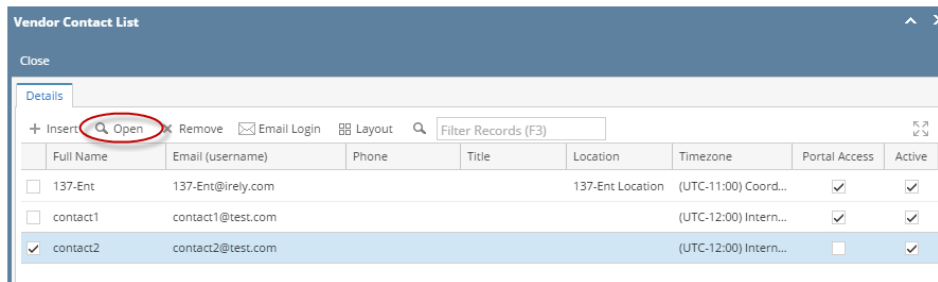


A dialog box titled "Change Password" with "OK" and "Cancel" buttons. It has a "Details" tab. Below the tab are two password input fields: "New Password:" and "Confirm Password:", both containing four asterisks. At the bottom, there are icons for help, a globe, a lightbulb, and the word "Ready".

6. Click **OK** button on Change Password screen and **Save** button on Entity Contact screen

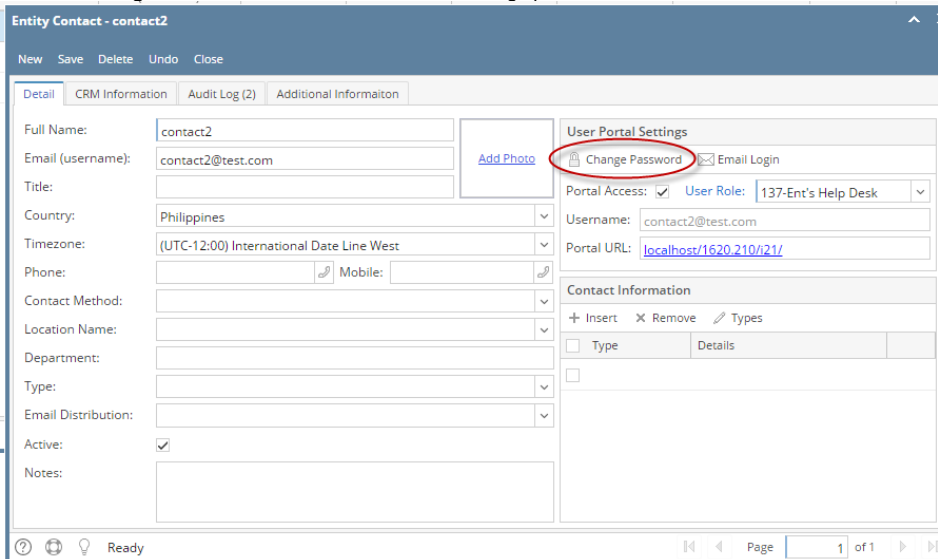
Portal Admin Login:

1. Login as Portal Admin
2. Open the **Contact List** of the Entity
3. Select and open the record of the contact



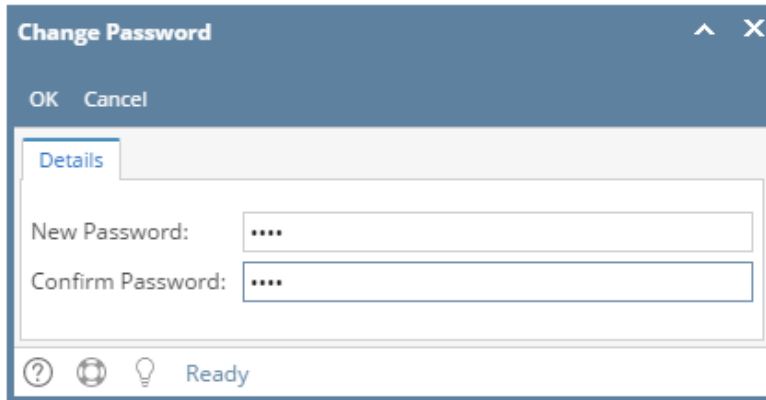
A screen titled "Vendor Contact List" with a "Close" button. It has a "Details" tab. Below the tab is a toolbar with buttons: "+ Insert", "Open" (circled in red), "Remove", "Email Login", "Layout", and "Filter Records (F3)". Below the toolbar is a table with columns: Full Name, Email (username), Phone, Title, Location, Timezone, Portal Access, and Active. The table has three rows: "137-Ent", "contact1", and "contact2" (selected with a blue background). The "contact2" row has a checked checkbox in the "Active" column.

4. Click the **Change Password** button on User Portal Settings panel



A screen titled "Entity Contact - contact2" with buttons: "New", "Save", "Delete", "Undo", and "Close". It has tabs: "Detail", "CRM Information", "Audit Log (2)", and "Additional Information". The "Detail" tab is active. It shows a form with fields for: Full Name (contact2), Email (username) (contact2@test.com), Title, Country (Philippines), Timezone ((UTC-12:00) International Date Line West), Phone, Contact Method, Location Name, Department, Type, Email Distribution, Active (checked), and Notes. On the right, there is a "User Portal Settings" panel with a "Change Password" button (circled in red), "Email Login" (checked), "Portal Access" (checked), "User Role" (137-Ent's Help Desk), "Username" (contact2@test.com), and "Portal URL" (localhost/1620.210/i21/). Below this is a "Contact Information" panel with a table with columns: Type, Details, and a checkbox.

5. Enter the same values on New Password and Confirm Password fields

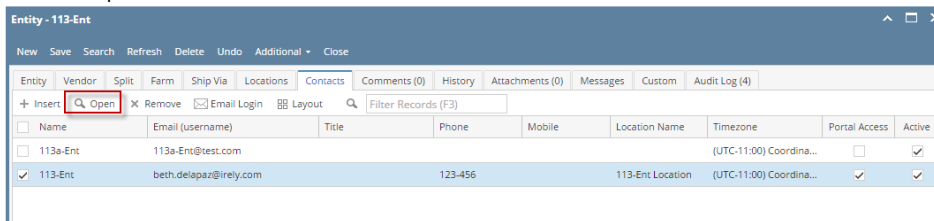


A dialog box titled "Change Password" with "OK" and "Cancel" buttons. It has a "Details" tab. Below the tab are two password input fields: "New Password:" and "Confirm Password:", both containing four asterisks. At the bottom, there are icons for help, a globe, a lightbulb, and the word "Ready".

6. Click **OK** button on Change Password screen and **Save** button on Entity Contact screen

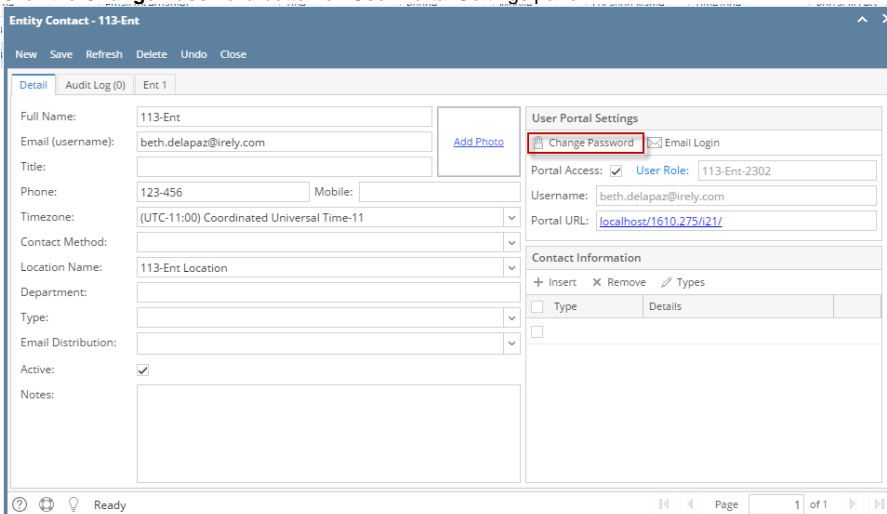
Internal User Login:

1. Login as Internal User
2. Open the entity record, then navigate to Contacts tab
3. Select and open the record of the contact



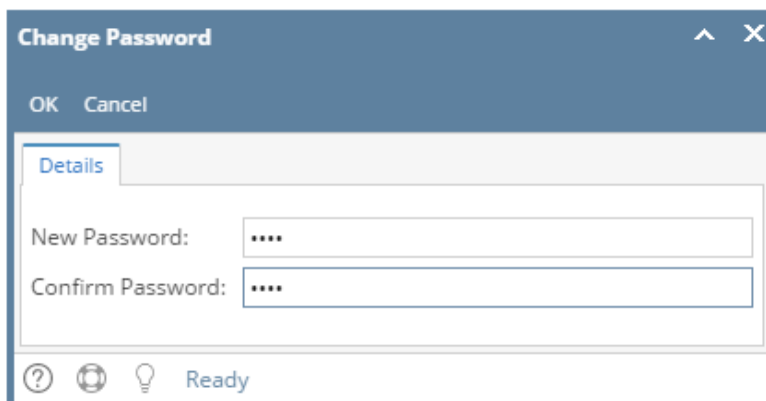
A screenshot of the "Entity - 113-Ent" screen. The "Contacts" tab is selected. A table lists contacts with columns: Name, Email (username), Title, Phone, Mobile, Location Name, Timezone, Portal Access, and Active. The second row is selected, showing "113-Ent" with email "beth.delapaz@irely.com". A red box highlights the "Open" button in the toolbar.

4. Click the **Change Password** button on User Portal Settings panel



A screenshot of the "Entity Contact - 113-Ent" screen. The "User Portal Settings" panel is visible on the right. It has a "Change Password" button highlighted with a red box. Other fields include "Portal Access" (checked), "User Role" (113-Ent-2302), "Username" (beth.delapaz@irely.com), and "Portal URL" (localhost/1610.275/21/). The "Contact Information" panel is also visible below it.

5. Enter the same values on New Password and Confirm Password fields

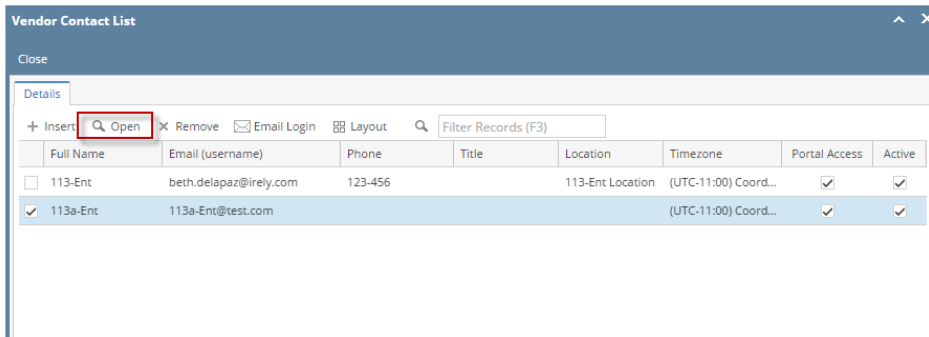


A dialog box titled "Change Password" with "OK" and "Cancel" buttons. It has a "Details" tab. Below the tab are two password input fields: "New Password:" and "Confirm Password:", both containing four asterisks. At the bottom, there are icons for help, a globe, a lightbulb, and the word "Ready".

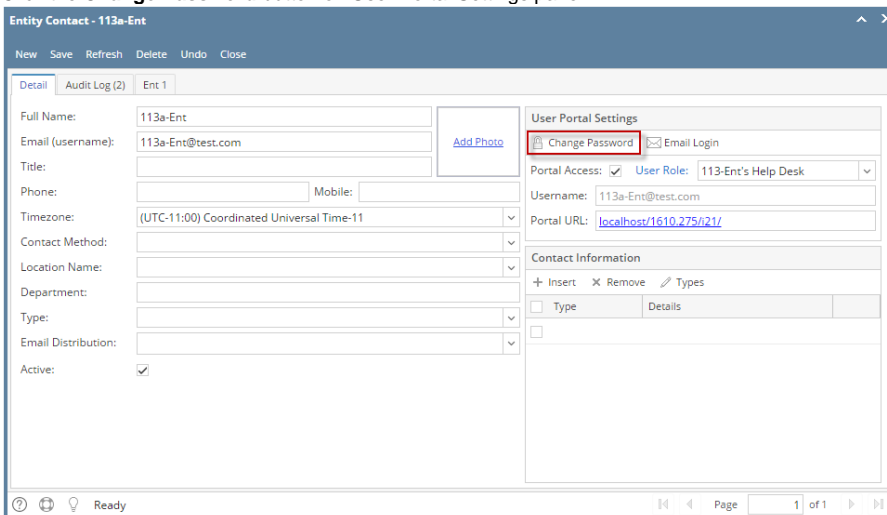
6. Click **OK** button on Change Password screen and **Save** button on Entity Contact screen

Portal Admin Login:

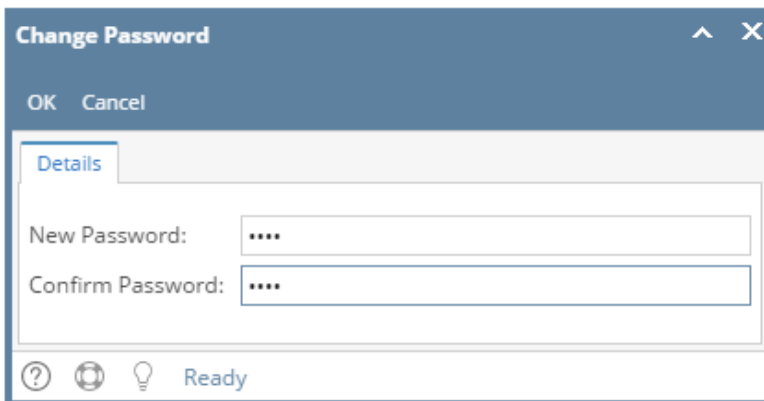
1. Login as Portal Admin
2. Open the **Contact List** of the Entity
3. Select and open the record of the contact



4. Click the **Change Password** button on User Portal Settings panel

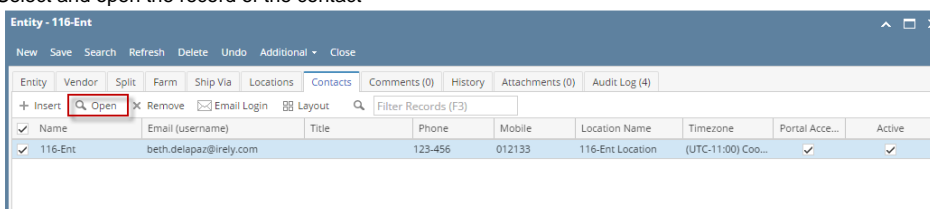


5. Enter the same values on New Password and Confirm Password fields

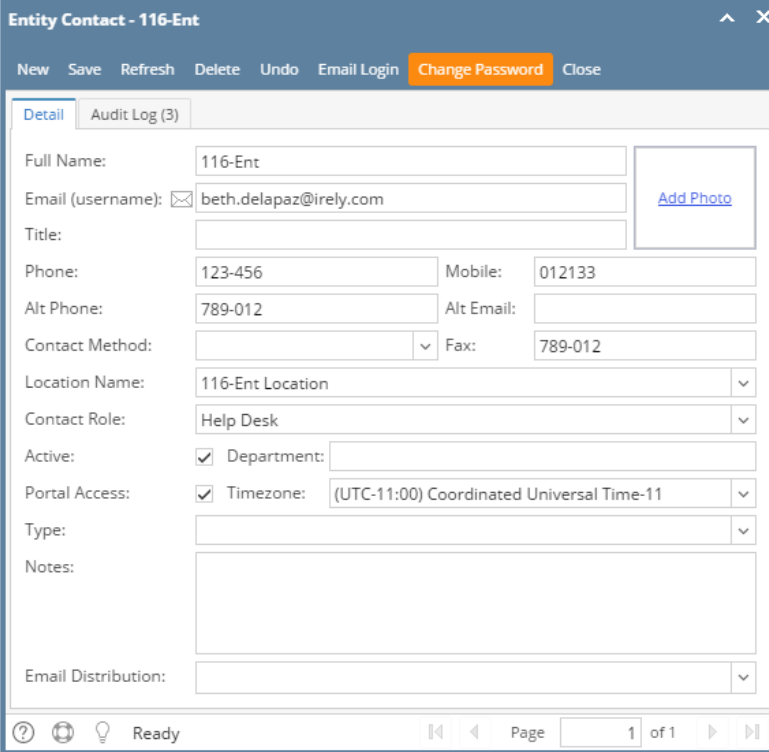


6. Click **OK** button on Change Password screen and **Save** button on Entity Contact screen

1. Login as Internal User
2. Open the entity record, then navigate to Contacts tab
3. Select and open the record of the contact

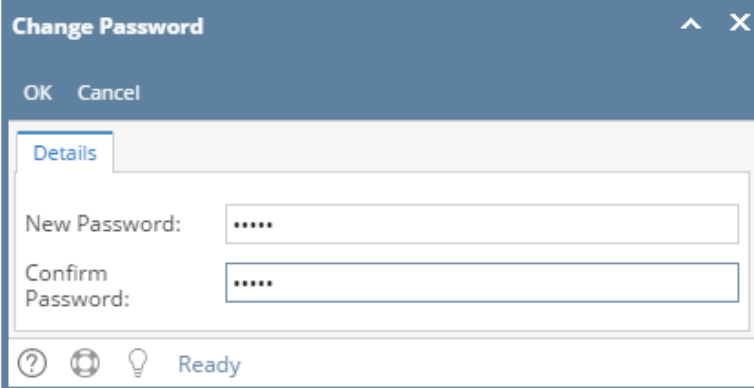


4. Click the **Change Password** toolbar button



The screenshot shows a web application window titled "Entity Contact - 116-Ent". The toolbar includes buttons for "New", "Save", "Refresh", "Delete", "Undo", "Email Login", "Change Password" (highlighted in orange), and "Close". Below the toolbar are two tabs: "Detail" (selected) and "Audit Log (3)". The "Detail" tab contains a form with the following fields: "Full Name" (116-Ent), "Email (username)" (beth.delapaz@irely.com), "Title" (empty), "Phone" (123-456), "Mobile" (012133), "Alt Phone" (789-012), "Alt Email" (empty), "Contact Method" (dropdown), "Fax" (789-012), "Location Name" (116-Ent Location), "Contact Role" (Help Desk), "Active" (checked), "Department" (empty), "Portal Access" (checked), "Timezone" ((UTC-11:00) Coordinated Universal Time-11), "Type" (dropdown), "Notes" (empty text area), and "Email Distribution" (dropdown). A blue "Add Photo" button is located to the right of the "Email (username)" field. The bottom status bar shows "Ready" and "Page 1 of 1".

5. Enter the same values on New Password and Confirm Password fields



The screenshot shows a "Change Password" dialog box. It has a title bar with "Change Password" and window controls. Below the title bar are "OK" and "Cancel" buttons. The dialog has a "Details" tab. The form contains two fields: "New Password:" and "Confirm Password:", both of which contain five asterisks (*****). The bottom status bar shows "Ready".

6. Click **OK** button on Change Password screen and **Save** button on Entity Contact screen