How to reset a password for a user

1. Go to **Administration > Users**
2. Double-click on the user name to open the User Details window.
3. Select the checkbox **Change Password**
4. Create a default password that meets all the requirements
5. Select the checkbox **User must change password at next login** so that when the user logs in with the default password, the system will prompt him to change the password and create a new one only known to him
6. Click on **Save & close**.

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