

## How to identify what ECN revision is currently running

Monitor the upper-left title-bar of ECN application main window for **revision and release date** on **yyyymmdd** format. The current ECN revision is also visible in Welcome's title-bar.

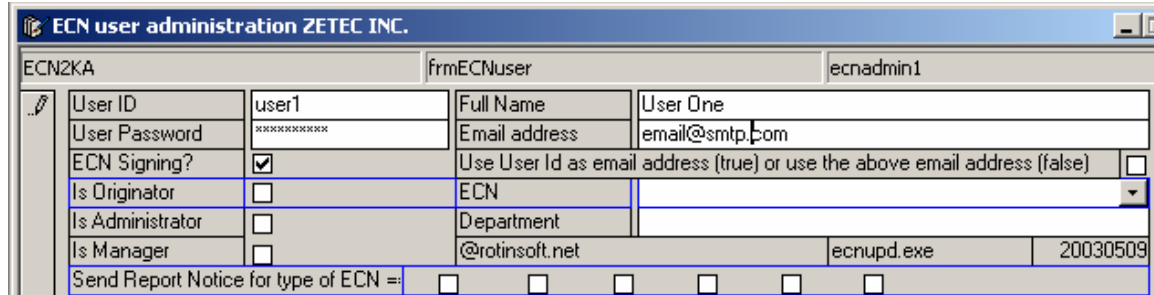


Other important information is the **user id** logged-on (ecnadmin1), the **open mode** (shared or exclusive), and if it is a **registered** or trial version.

**IMPORTANT:** the application is configured to **auto-compact** at closing time. This means that the date of ECN2KA.mde file is changing after the user exits the application. When upgrading manually to a newer revision this ECN2KA.mde file make sure that you overwrite the file existent in C:\Acc2k\Ecn2k folder. **The old revision file might have a newer date then the file supplied as upgrade.** To avoid an undesired deletion you may want first to rename the existent ECN2KA.mde before unzipping the upgrade.

## How to change user's password

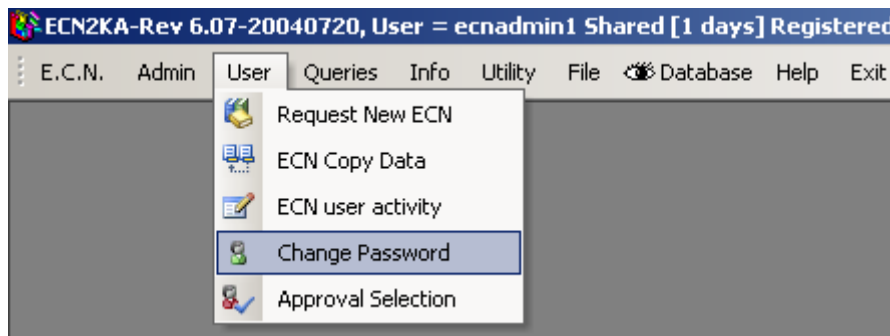
This sample shows how to change the temporary password set as **temp** for **user1** by an ECN administrator.



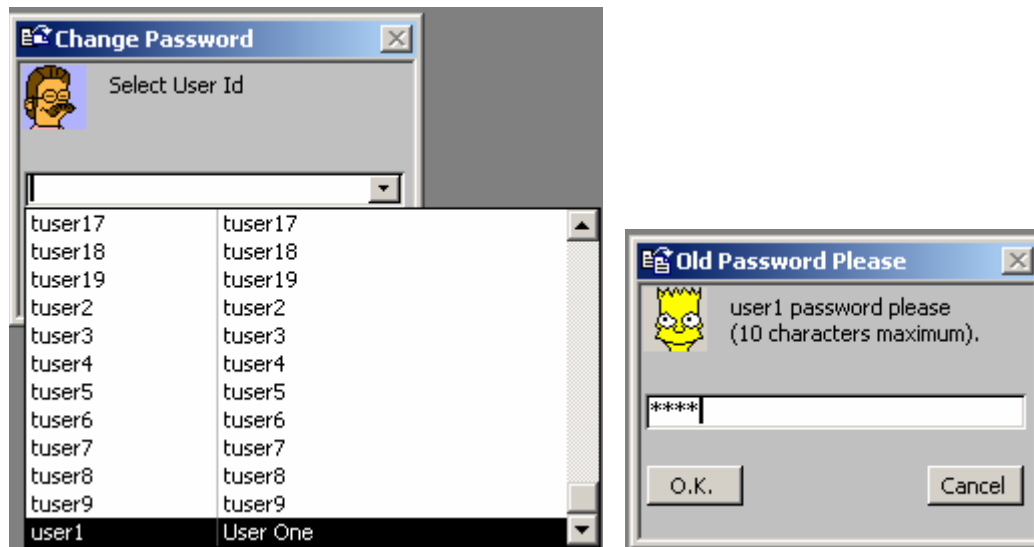
The screenshot shows the 'ECN user administration ZETEC INC.' window. The title bar includes 'ECN2KA', 'frmECNuser', and 'ecnadmin1'. The window contains a form with the following fields and values:

|                                       |                                     |  |                          |
|---------------------------------------|-------------------------------------|--|--------------------------|
| User ID                               | user1                               | Full Name  | User One                 |
| User Password                         | *****                               | Email address  | email@smt.com            |
| ECN Signing?                          | <input checked="" type="checkbox"/> | Use User Id as email address (true) or use the above email address (false) | <input type="checkbox"/> |
| Is Originator                         | <input type="checkbox"/>            | ECN  |                          |
| Is Administrator                      | <input type="checkbox"/>            | Department   |                          |
| Is Manager                            | <input type="checkbox"/>            | @rotinsoft.net   | ecnupd.exe 20030509      |
| Send Report Notice for type of ECN =: | <input type="checkbox"/>            | <input type="checkbox"/>   | <input type="checkbox"/> |

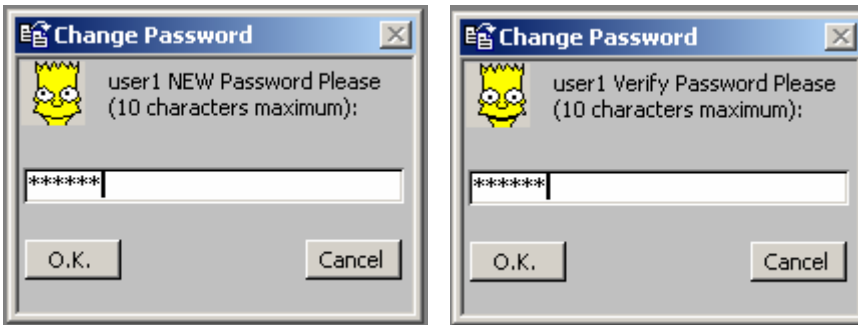
Select Change Password from toolbar. This procedure can be launched from any workstation.



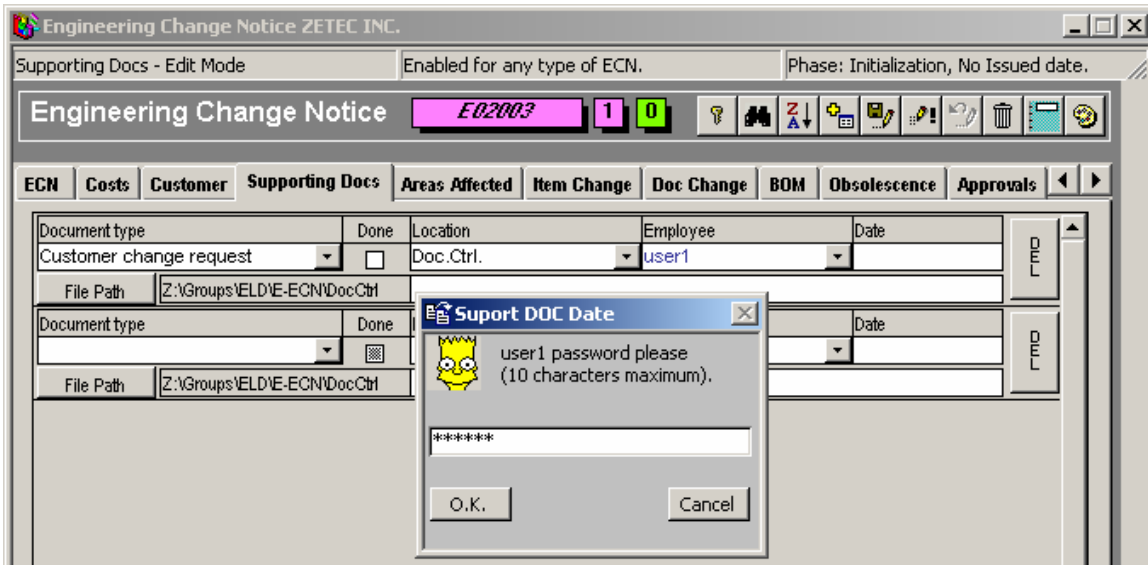
Select **user1** as user id then enter **temp** as old password.



Enter **nopass** as new password and again **nopass** to verify.



To check that the new password is correctly registered you can repeat the above procedure this time using nopass as old password or you can open any ECN# in Phase 0 and try to sign-in a date box as user1.



**IMPORTANT:** the user id **user1** will use its password **nopass** only to check date-signature boxes or whenever the application is asking for it. This password is not to be used when the user logs into application. At the log-on phase only the user id is required and the password should be left blank.

