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At Ease for Workgroups: After Deleting Preferences (5/96)

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TOPIC -----

Occasionally, At Ease for Workgroups administrators delete the At Ease preferences because they have forgotten the passwords. This article provides answers to questions administrators may have after they have deleted the At Ease preferences.

DISCUSSION-----

WHAT HAS HAPPENED TO THE ADMINISTRATOR NAME?

Q: I threw away At Ease Preferences because I forgot the administrator's password. What is the Administrator name now?

A: If you restart after trashing the At Ease Preferences file, then there is no administrator name, and there is no password. When you launch At Ease Setup you will not be asked for a name or a password.

WHICH SECURITY MENU OPTION?

Q: There are two options in At Ease Setup under the Security menu, Administrator Setup and Change Password. Which one should I choose to reset the Administrator information?

A: You should choose Administrator Setup. Here are the steps to reset the Administrator information:

Step 1

From the Security Menu, choose Administrator Setup.

Step 2

Double-click on "At Ease Administrator" in the Administrator Setup window.

Step 3

Type the new password in the Password field.

Note: Do not press the enter or return key after entering the password the first time; if you do, At Ease displays this error message:

"You must enter the same new password in both fields."

Step 4

Press the Tab key and enter the new password again

Step 5

Type a clue, if desired

Step 6

Click on the OK button.

Step 7

If you want to change the administrator name, do so by typing a new name into the Administrator Name field.

WHAT IF I ELECT TO USE CHANGE PASSWORD?

Q: What happens if I choose Change Password from the Security menu?

A: Use this option if you simply want to enter the main administrator's password and clue, but you don't want to change the administrator's name. The administrator name will remain "At Ease Administrator."

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