General

This chapter deals with the **password change options by the HR officer or the local administrator** in your company.

- 1. Assigning a password for the first time¹
- 2. Reset password²
- 3. Delete password³
- 4. Reset 2nd-Factor-Authentication⁴

Information on **user activities** related to the password can be found here:

- First Login⁵
- Change Password⁶
- Forgot Password⁷
- 2nd Factor Authentication⁸

In the menu tree under Administration, select the item "Persons".



This menu item provides a list of all created persons (employees) of the client (company).

Persons												
+ N	ew person									🖨 Print	D PD	F 🖻 Excel
_								Entry 1-20 of 23	« <	1 2 >	>> Line	es: 20 🗸
	Lastname 븆	First name ♦	Name	Client	Group 🖨	Username 🖨	Employee-ID 🖨	Email	TA- ID ♦	Time zone ♦	ictive Iser 🗘	Valid from 🜲
Q)	. Q		All 🗸	Q	. Q	Q.	(a a	Q -	- •	Q
	Adam	Angelika	Angelika Adam Reisekostenprüfung Vorgesetzter	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358	١	'es	Mar 28, 2022
	Berger	Barbara	Barbara Berger	Sonne und Wind GmbH	SuW-Eink	SuWbarbberg	SuW22032802	barbara.berger@sonneundwind.at	5359	١	'es	Mar 28, 2022
	Charon	Claudia	Claudia Charon Reisekostenprüfung Personal	Sonne und Wind GmbH	SuW-PLinz	SuWcharclau	SuW22032803	claudia.charon@sonneundwind.at	5406	١	'es	Apr 5, 2022
	Dorner	Daniel	Daniel Domer	Sonne und Wind GmbH	SuW-ProdWind	SuWdanidom	SuW22032804	daniel.dorner@sonneundwind.at	5460	١	'es	Apr 22, 2022
	Elsner	Elisabeth	Elisabeth Elsner Personal	Sonne und Wind GmbH	SuW-FuE	SuWelsnelis	SuW22032806	elisabeth.elsner@sonneundwind.at	5619	١	'es	Jun 3, 2022
	Ezquerra	Ernesto	Ernesto Ezquerra	Sonne und Wind GmbH	SuW-PMWind	SuWezquerne	SuW22032820		6367	١	'es	Jan 4, 2023
	Foscanu	Fabiu	Fabiu Foscanu	Sonne und Wind GmbH	SuW-PMWind	SuWfoscfabi	SuW22032812	fabiu.foscanu@sonneundwind.at	62	١	'es	Jul 15, 2022
	Huber	Heinrich	Heinrich Huber	Sonne und Wind GmbH	SuW-Const	SuWhubehein	SuW22032811	heinrich.huber@sonneundwind.at	6967	١	'es	Jun 10, 2022
	Ildrich	Ines	Ines Ildrich	Sonne und Wind GmbH	SuW-AUS	SuWildrines1	SuW22032817		6262	P	10	Dec 14, 2022
1	Irdner	Iris	Iris Irdner	Sonne und Wind GmbH	SuW-Mark	SuW-IrdnIris	SuW22032823		7277	١	'es	May 23, 2023
	Juchtmann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941	١	'es	Sep 14, 2022
	Karic	Almin	Almin Karic	Sonne und Wind GmbH	SuW_Test	SuWakaric	SuW22032824		7376	١	'es	Jun 14, 2023

Using the input fields under Last Name, First Name, Client, Group, Username, Employee ID, E-mail, TA-ID, Active User and Valid from, the list can be restricted accordingly.

For example, by entering "M" in the Last name field, the list can be restricted to persons whose last name contains at least one "M".

Pers	ons											
+ N	ew person									₽	Print 🗋 PD	F 🖹 Excel
											3 Entries Lin	es: 20 🗸
	Lastname 🜲	First name 🌲	Name	Client	Group 🜲	Username 🜲	Employee-ID 🜲	Email 🖨	TA-ID 🖨	Time zone 🜲	Active user 🜲	Valid from 🜲
Q	м			All 🗸							🗸	
	Ada <mark>m</mark>	Angelika	Angelika Adam Reisekostenprüfung Vorgesetzter	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
	Jucht <mark>m</mark> ann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941		Yes	Sep 14, 2022
	<mark>M</mark> icosi	Michael	Michael Micosi	Sonne und Wind GmbH	SuW-Mark	SuWmichmici	SuW22032814	michael.micosi@sonneundwind.at	6062		Yes	Nov 2, 2022
												3 Entries

To edit the desired person, simply click in the line or on the edit symbol.

Assign / reset / delete password

1

The password manager is located in the person mask (employee profile), under the "Master data" tab.

Person									
🗈 Save & Close 🖌 🖨 Delece 🕼	🖨 Print								
First name	Angelika	Valid from	28.03.2022						
Lastname	Adam	Valid till	01.01.3000						
Master data Groups Roles Action Permissions In competence	of roleholders Cache Login Attempts NFC Tags Settings								
Active user		Date of Birth	01.03.1990						
Client	Sonne und Wind GmbH *	Title	Dr						
Username	SuWadamange	Title suffixed	DSc .						
Employee-ID	SuW22032801 ?	uencer	Hoursei A						
TA-1d	5358	Business Contact Data							
E-Mail	E-Heil angelika.adamOsonneurdwind.at								
Language	brglish V	Pax							
Time Zone		Mobile	43 864 111112						
Menu	Desitop	Street/Address	1120						
Link Page With Henu		City	Wen						
		Country							
		Password management							
		Password defined							
		Last Password Creation time							
			Reset and notify user per email						
Bank Accounts			•						
Add									

The following changes can be made here:

1. Assigning a password for the first time

Checking the "Assign password" checkbox means that this employee has access to his/her time data management etc. via the login using the username and password.

```
NOTIZ
When logging in for the first time, the employee must enter the following data:
Username = Username (case sensitive!)
Password = Standard password = also username (case sensitive!)
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ΝΟΤΙΖ

As soon as the employee has logged in with these data, the system prompts him/her to choose his/ her own login data.

WARNUNG

Attention! The password chosen during this step is only known to the employee. It cannot be queried in the system!

```
WARNUNG
```

The first login MUST be done via the browser! Entry via app is not possible!

As soon as the tick is set, the date of this tick is recorded under "Time of last password assignment".

2. Reset password

When **resetting** the password, the **default password** is set, which must be changed by the staff member at the first login after the reset.

So the user must use the following data:

Username = Username (case sensitive!).

```
Password = Default password = also username (case sensitive!)
```

Note: It is NOT possible to display the current password. The password chosen by the user is not visible to anyone!

3. Delete password

The deletion of the login option via password is done by "clicking away" the tick in the checkbox "Assign password".

4. Reset 2nd-Factor-Authentication

How to activate 2-factor authentication can be found here⁹.

The button with the name "Reset 2-factor authentication" enables a reset of the login data for those employees who have chosen multifactor authentication for themselves or for whom this has been prescribed.

Of course, this reset is only possible if multifactor authentication has been activated in the settings for this staff member.

Further information

Details on the other tabs in this mask can be found under "Employee administration¹⁰".

- 1. /daisy/personalwolke-admin/6119-dsy.html?language=4
- 2. /daisy/personalwolke-admin/9807-dsy.html?language=4
- 3. /daisy/personalwolke-admin/7717-dsy.html?language=4
- 4. /daisy/personalwolke-admin/9802-dsy.html?language=4
- 5. /daisy/personalwolke-admin/9802-dsy.html?language=4
- 6. /daisy/personalwolke-admin/5885-dsy.html?language=4