# Assign and change password (by the admin)

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 time[1]

2. Reset password[2]

3. Delete password[3]

4. Reset 2nd-Factor-Authentication[4]

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

- First Login[5]
- Change Password[6]
- Forgot Password[7]
- 2nd Factor Authentication[8]

In the menu tree under **Administration**, select the item "Persons".
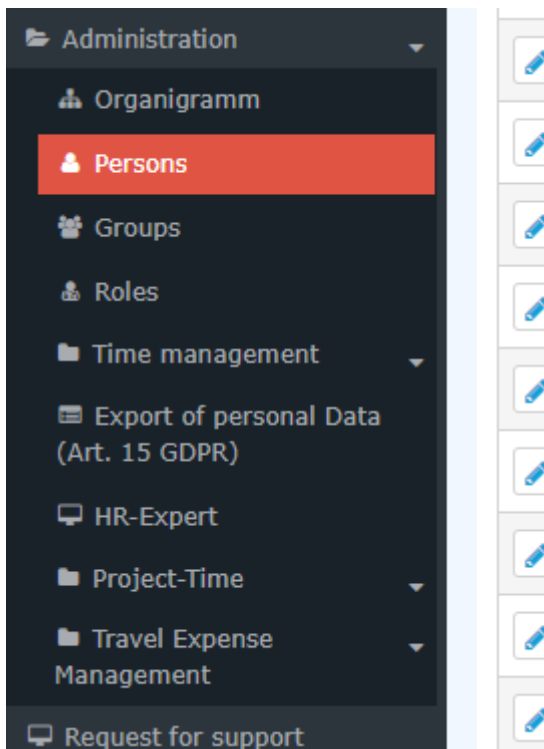
This menu item provides a list of all created persons (employees) of the client (company).

	Lastname ⬍	First name	Name	Client	Group ⬍	Username ⬍	Employee-ID ⬍	Email ⬍	TA-ID	Time zone	Active user	Valid from ⬍
🔍				All							--	
✏	Adam	Angelika	Angelika Adam `Reisekostenprüfung` `Vorgesetzter`	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
✏	Berger	Barbara	Barbara Berger	Sonne und Wind GmbH	SuW-Eink	SuWbarbberg	SuW22032802	barbara.berger@sonneundwind.at	5359		Yes	Mar 28, 2022
✏	Charon	Claudia	Claudia Charon `Reisekostenprüfung` `Personal`	Sonne und Wind GmbH	SuW-PLinz	SuWcharclau	SuW22032803	claudia.charon@sonneundwind.at	5406		Yes	Apr 5, 2022
✏	Dorner	Daniel	Daniel Dorner	Sonne und Wind GmbH	SuW-ProdWind	SuWdanidorn	SuW22032804	daniel.dorner@sonneundwind.at	5460		Yes	Apr 22, 2022
✏	Elsner	Elisabeth	Elisabeth Elsner `Personal`	Sonne und Wind GmbH	SuW-FuE	SuWelsnelis	SuW22032806	elisabeth.elsner@sonneundwind.at	5619		Yes	Jun 3, 2022
✏	Ezquerra	Ernesto	Ernesto Ezquerra	Sonne und Wind GmbH	SuW-PMWind	SuWezquerne	SuW22032820		6367		Yes	Jan 4, 2023
✏	Foscanu	Fabiu	Fabiu Foscanu	Sonne und Wind GmbH	SuW-PMWind	SuWfoscfabi	SuW22032812	fabiu.foscanu@sonneundwind.at	62		Yes	Jul 15, 2022
✏	Huber	Heinrich	Heinrich Huber	Sonne und Wind GmbH	SuW-Const	SuWhubehein	SuW22032811	heinrich.huber@sonneundwind.at	6967		Yes	Jun 10, 2022
✏	Ildrich	Ines	Ines Ildrich	Sonne und Wind GmbH	SuW-AUS	SuWildrines1	SuW22032817		6262		No	Dec 14, 2022
✏	Irdner	Iris	Iris Irdner	Sonne und Wind GmbH	SuW-Mark	SuW-IrdnIris	SuW22032823		7277		Yes	May 23, 2023
✏	Juchtmann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941		Yes	Sep 14, 2022
✏	Karic	Almin	Almin Karic	Sonne und Wind GmbH	SuW_Test	SuWakaric	SuW22032824		7376		Yes	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".

	Lastname ⬍	First name ⬍	Name	Client	Group ⬍	Username ⬍	Employee-ID ⬍	Email ⬍	TA-ID ⬍	Time zone ⬍	Active user ⬍	Valid from ⬍
🔍	M			All							--	
✏	Ada**m**	Angelika	Angelika Adam `Reisekostenprüfung` `Vorgesetzter`	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
✏	Jucht**m**ann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWJuchJuli	SuW22032813		4941		Yes	Sep 14, 2022
✏	**M**icosi	Michael	Michael Micosi	Sonne und Wind GmbH	SuW-Mark	SuWmichmici	SuW22032814	michael.micosi@sonneundwind.at	6062		Yes	Nov 2, 2022

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

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Assign / reset / delete password

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

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.

> **N O T I Z**
>
> 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!)**

> **N O T I Z**
>
> As soon as the employee has logged in with these data, the system prompts him/her to choose his/ her own login data.

> **W A R N U N G**
>
> **Attention!** The password chosen during this step is only known to the employee. It cannot be queried in the system!

> **W A R N U N G**
>
> **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 here[9].

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 administration[10]".

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