

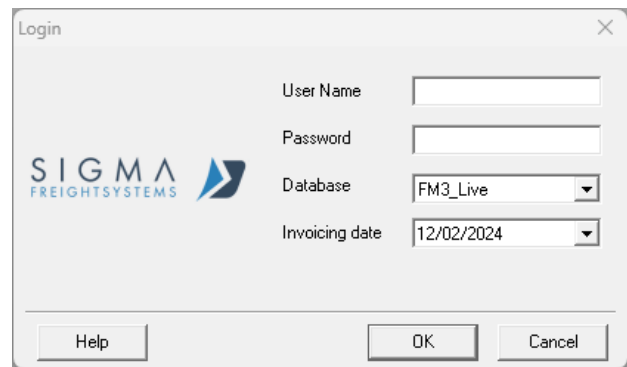
Default Login Usernames in FM3

Last Modified: February, 2024
Revision Number: 7

Default Login Usernames in FM3

When signing into FM3, the User Name box can be populated with a selected username.

This will auto-populate this box each time FM3 is opened, meaning you won't have to enter your username each time.



Login

User Name

Password

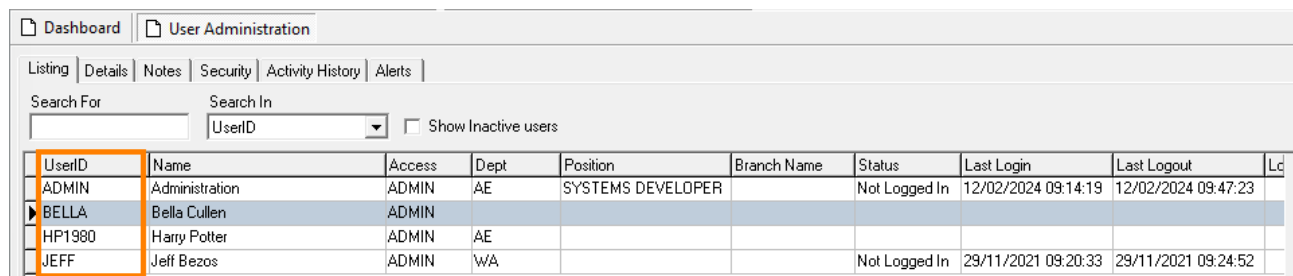
Database

Invoicing date

Help OK Cancel

Step One: Check the username

Open User Administration, from the System Menu, and check whether the user exists within FM3.

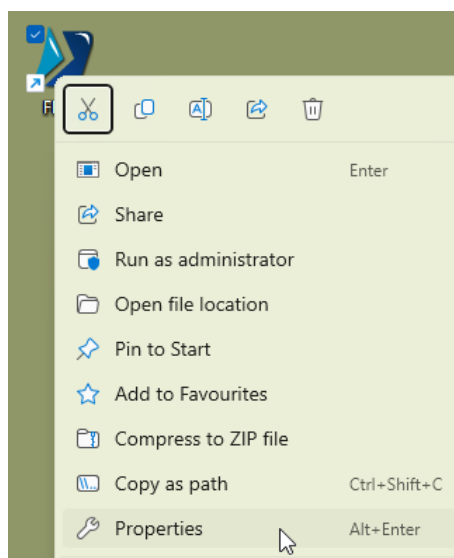


UserID	Name	Access	Dept	Position	Branch Name	Status	Last Login	Last Logout	Lc
ADMIN	Administration	ADMIN	AE	SYSTEMS DEVELOPER		Not Logged In	12/02/2024 09:14:19	12/02/2024 09:47:23	
BELLA	Bella Cullen	ADMIN							
HP1980	Harry Potter	ADMIN	AE						
JEFF	Jeff Bezos	ADMIN	WA			Not Logged In	29/11/2021 09:20:33	29/11/2021 09:24:52	

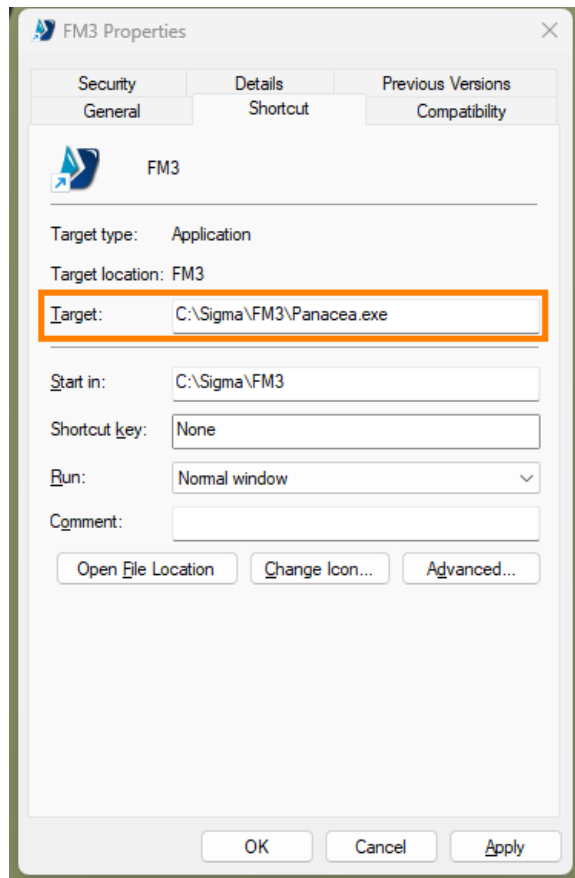
If you initially cannot see the user, first check the account has been created and is set to Active (toggle the 'Show Inactive User' tick box on/off).

Step Two: Properties

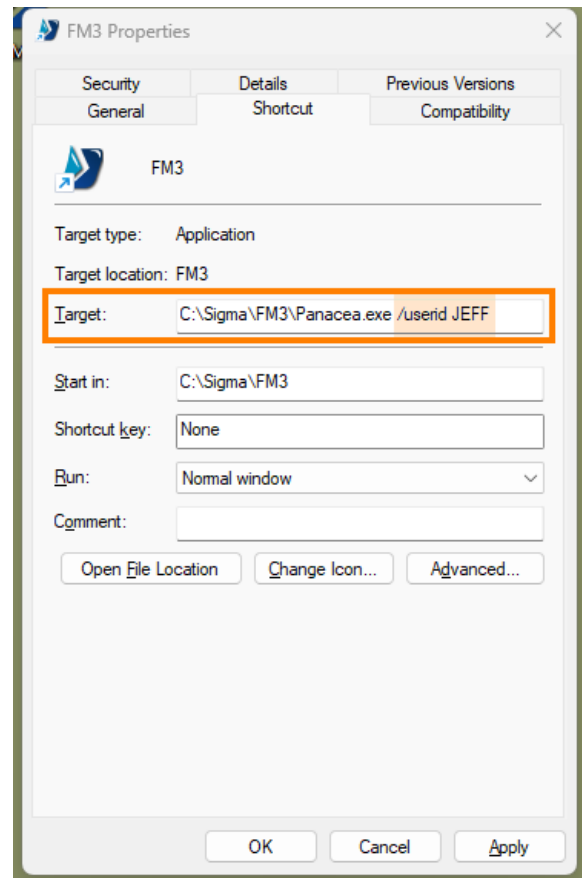
Find the FM3 shortcut on the desktop, right-click and select 'Properties'.



Within Properties, we need to add `/userid` *username* to the 'Target' box.



The username will vary depending on who's PC the shortcut is on. e.g. `/userid JEFF`



To save these changes, click 'OK'.

Step Three: Testing

Open FM3 using the shortcut, and check that the User Name box is now showing the username.

Each time FM3 is opened with this shortcut the user name will be automatically populated.

