

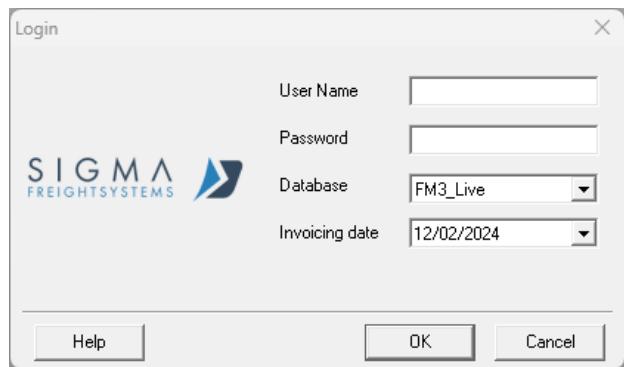
Default Login Usernames in FM3

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.



Step One: Check the username

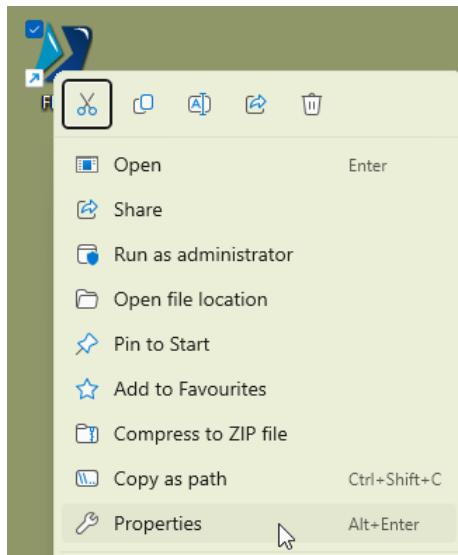
Open User Administration, from the System Menu, and check whether the user exists within FM3.

| UserID | Name | Access | Dept | Position | Branch Name | Status | Last Login | Last Logout | Loc |
|--------|----------------|--------|------|-------------------|-------------|---------------|---------------------|---------------------|-----|
| 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).

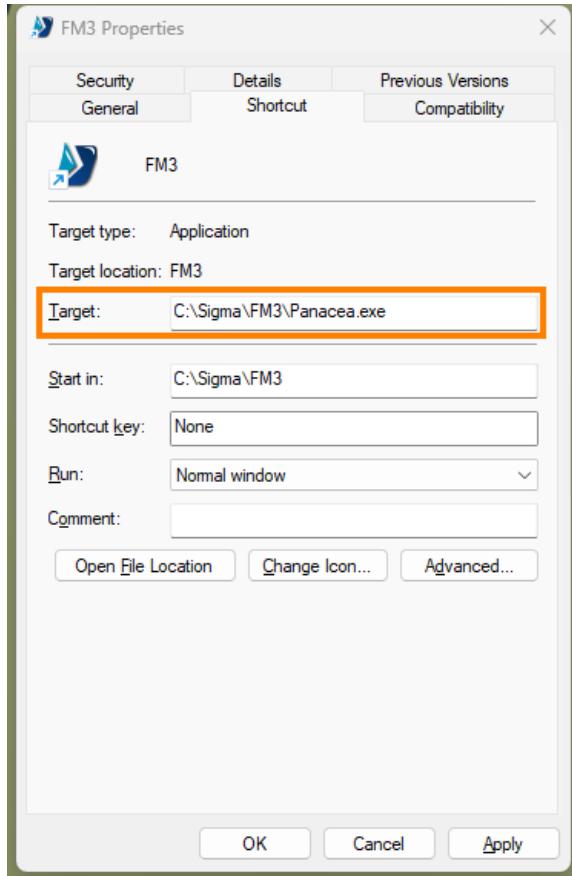
Step Two: Properties

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

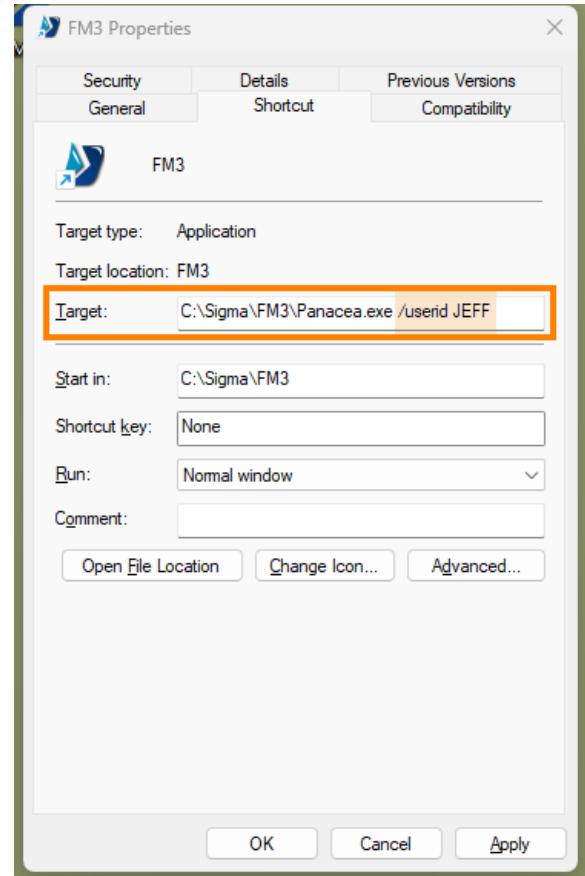


Default Login Usernames in FM3

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.

