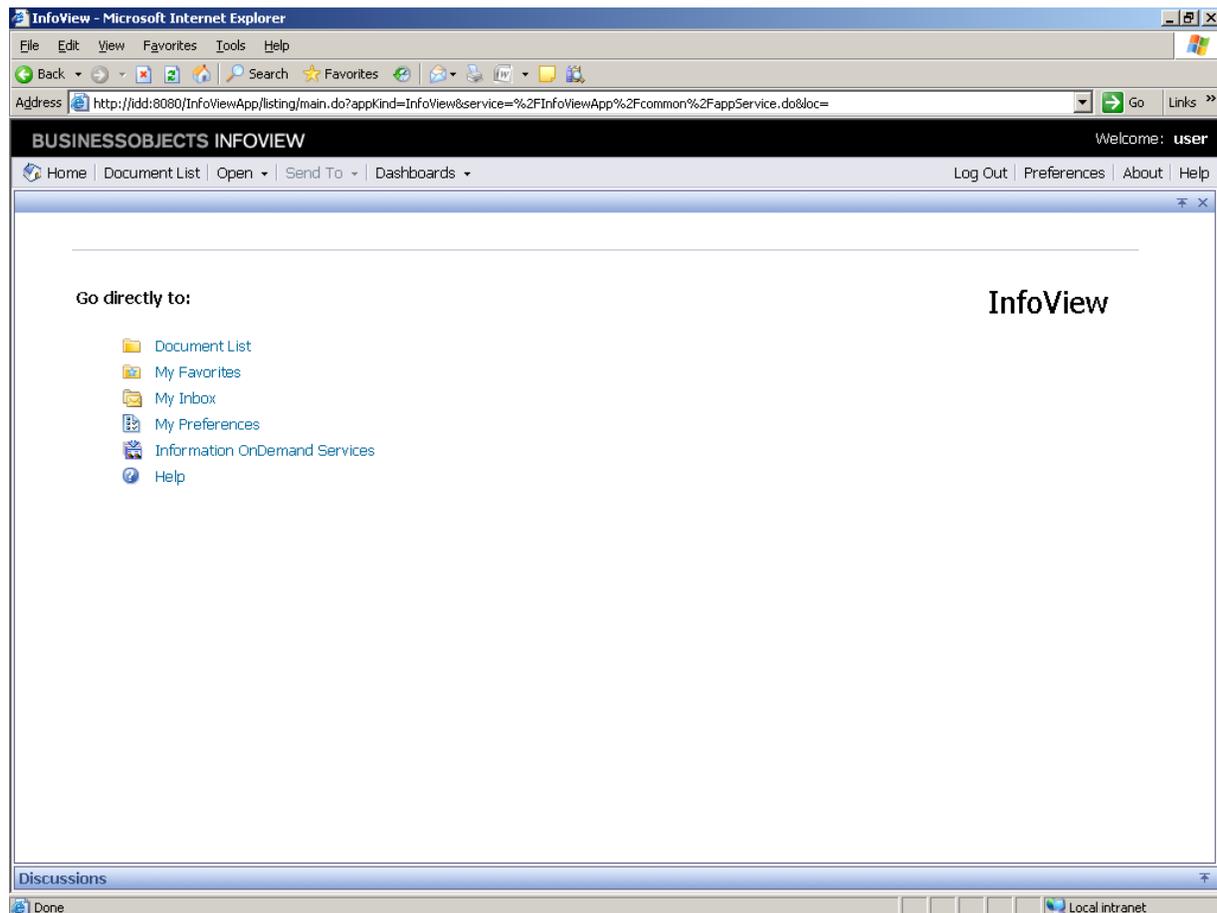


Setting InfoView Preferences

Procedure

1. Start the transaction using the menu path or transaction code.

InfoView



2. Click **Preferences**.

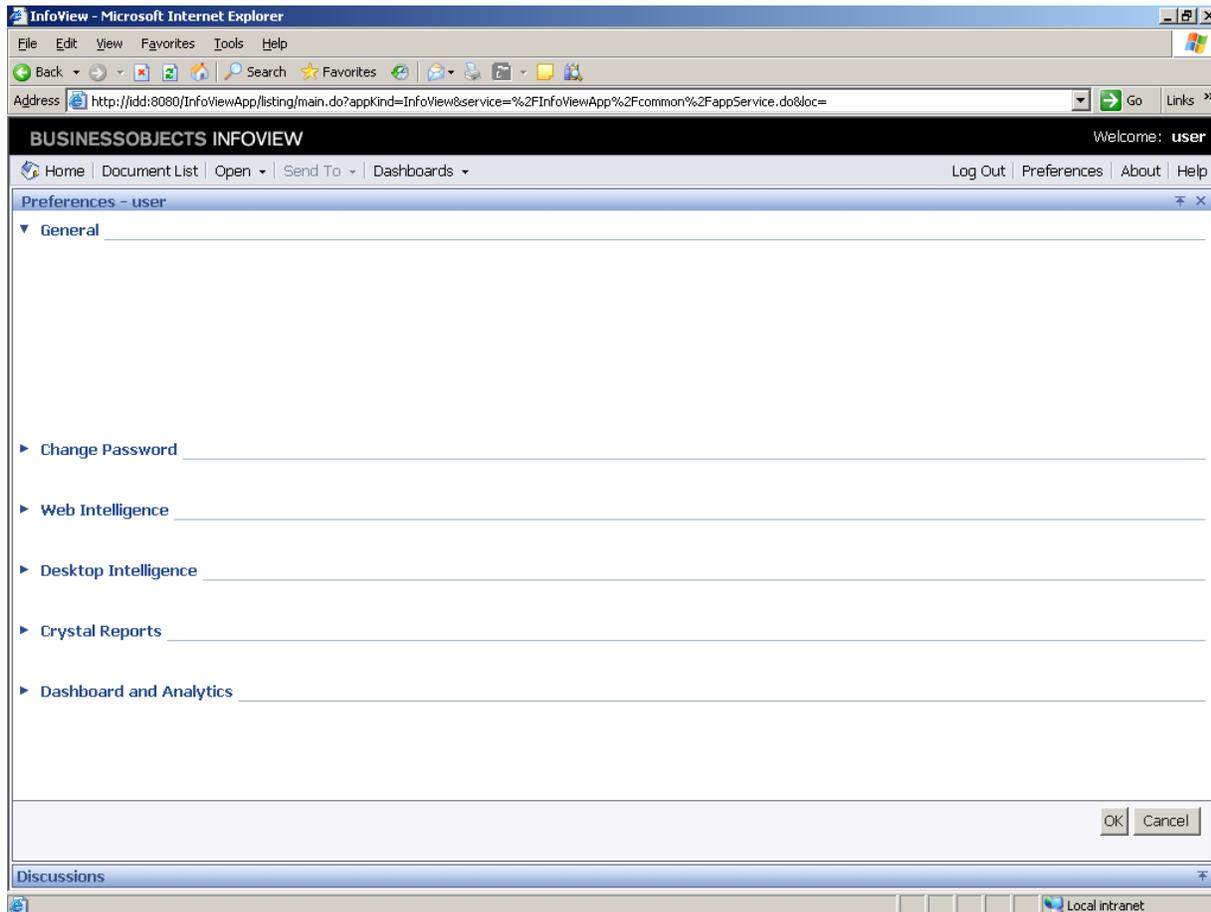
Access the InfoView Preferences and change your password from 'Password2' to 'Password3'.

Then log out of InfoView and log on again with your new password.

Note: Passwords are case sensitive. In this example, you must enter a capital P.

Setting InfoView Preferences

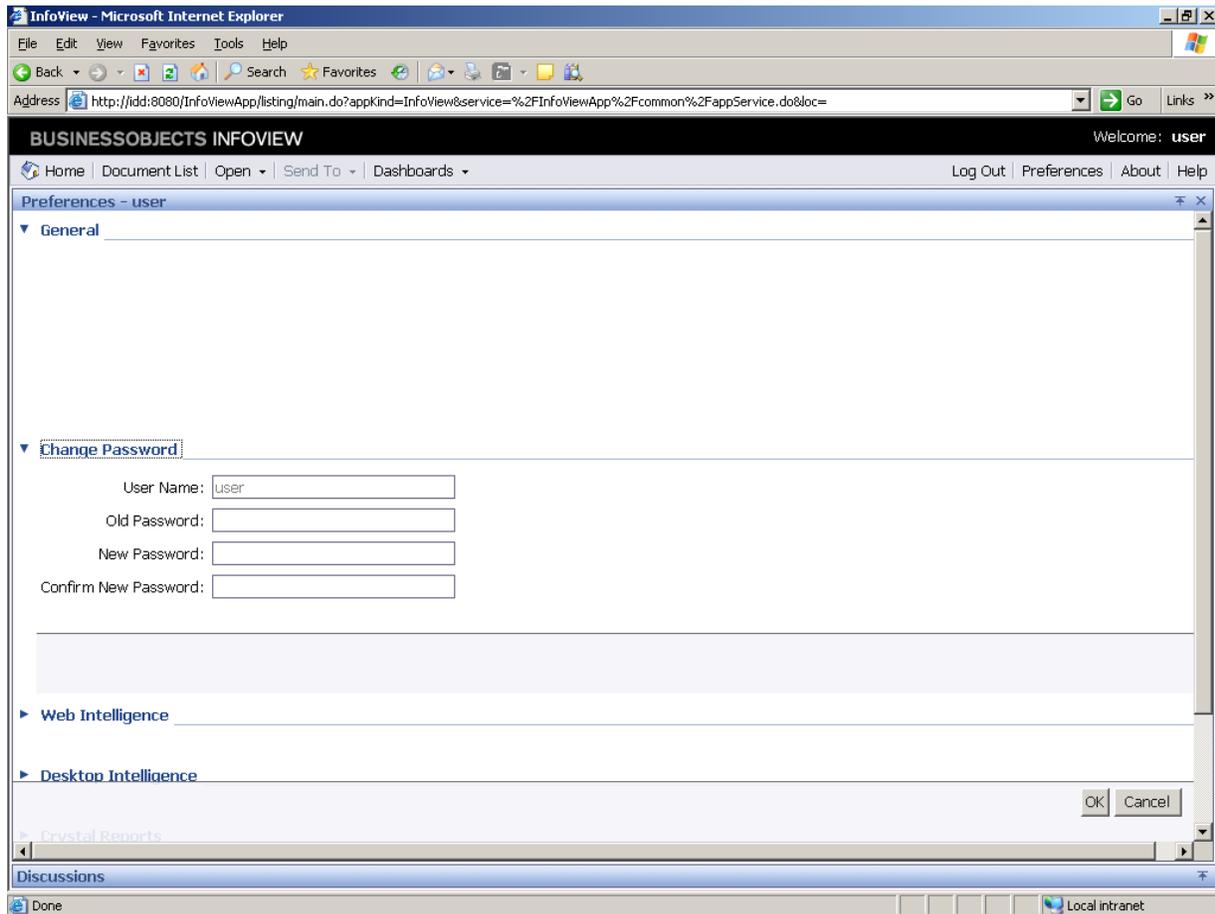
InfoView



3. Click **Change Password** to open the Password settings.
4. Click in the **Old Password** text box.

Setting InfoView Preferences

Internal

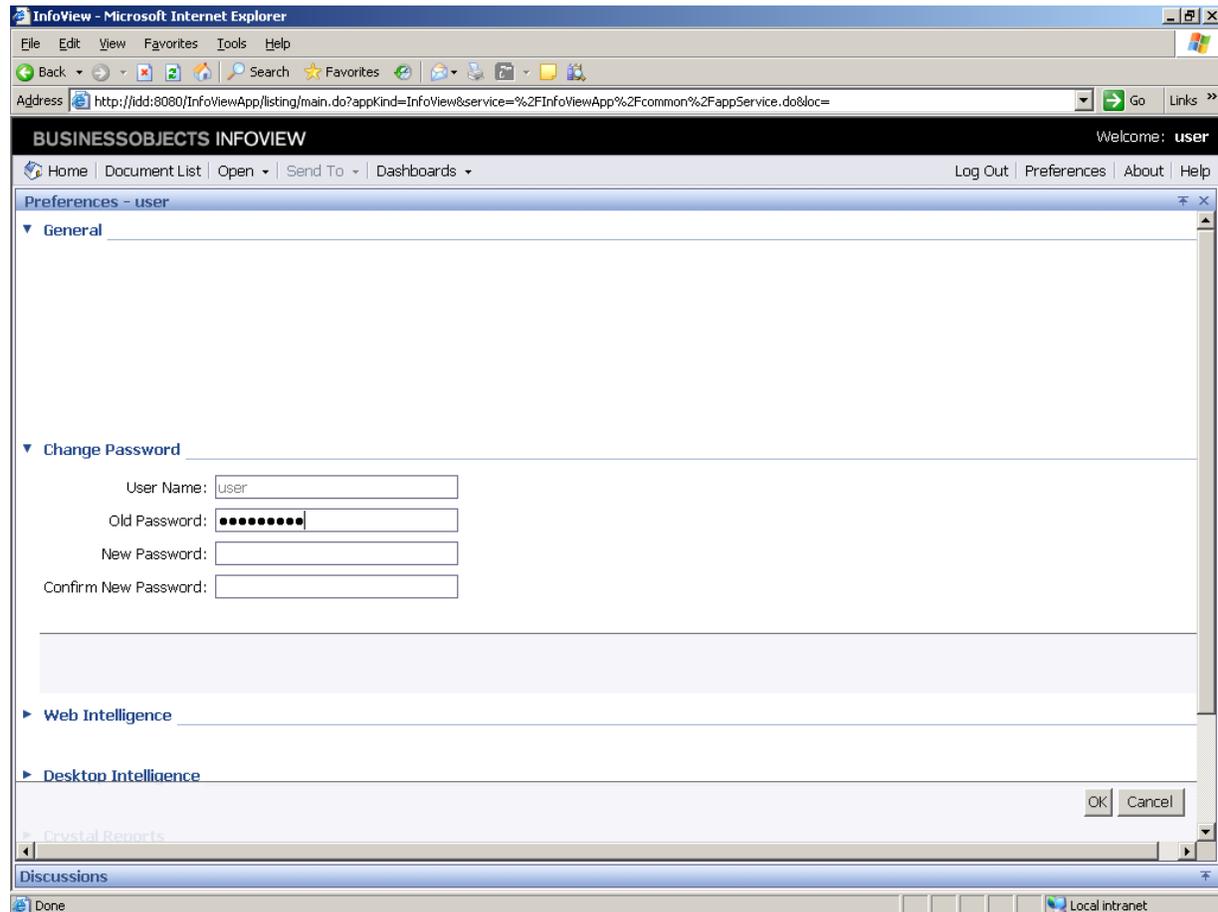


5. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Password2

Setting InfoView Preferences

InfoView



6. Perform one of the following:

If...	Then...	Go To...
	Click in the New Password text box.	Step 7.
	Or press [Tab].	Step 7.

7. As required, complete/review the following fields:

Setting InfoView Preferences

Field	R/O/C	Description
	R	Example: Password3

8. Perform one of the following:

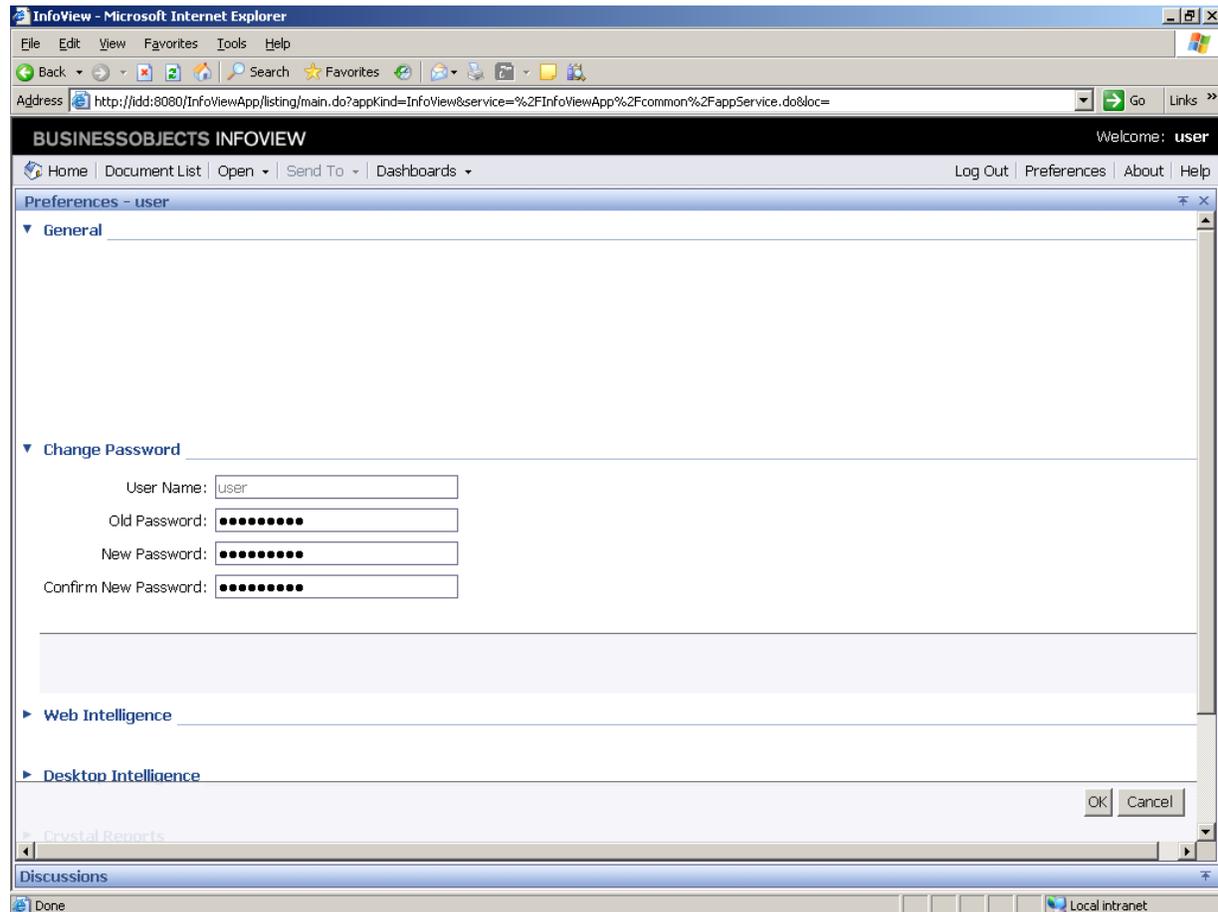
If...	Then...	Go To...
	Click in the Confirm New Password text box.	Step 9.
	Or press [Tab].	Step 9.

9. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Password3

Setting InfoView Preferences

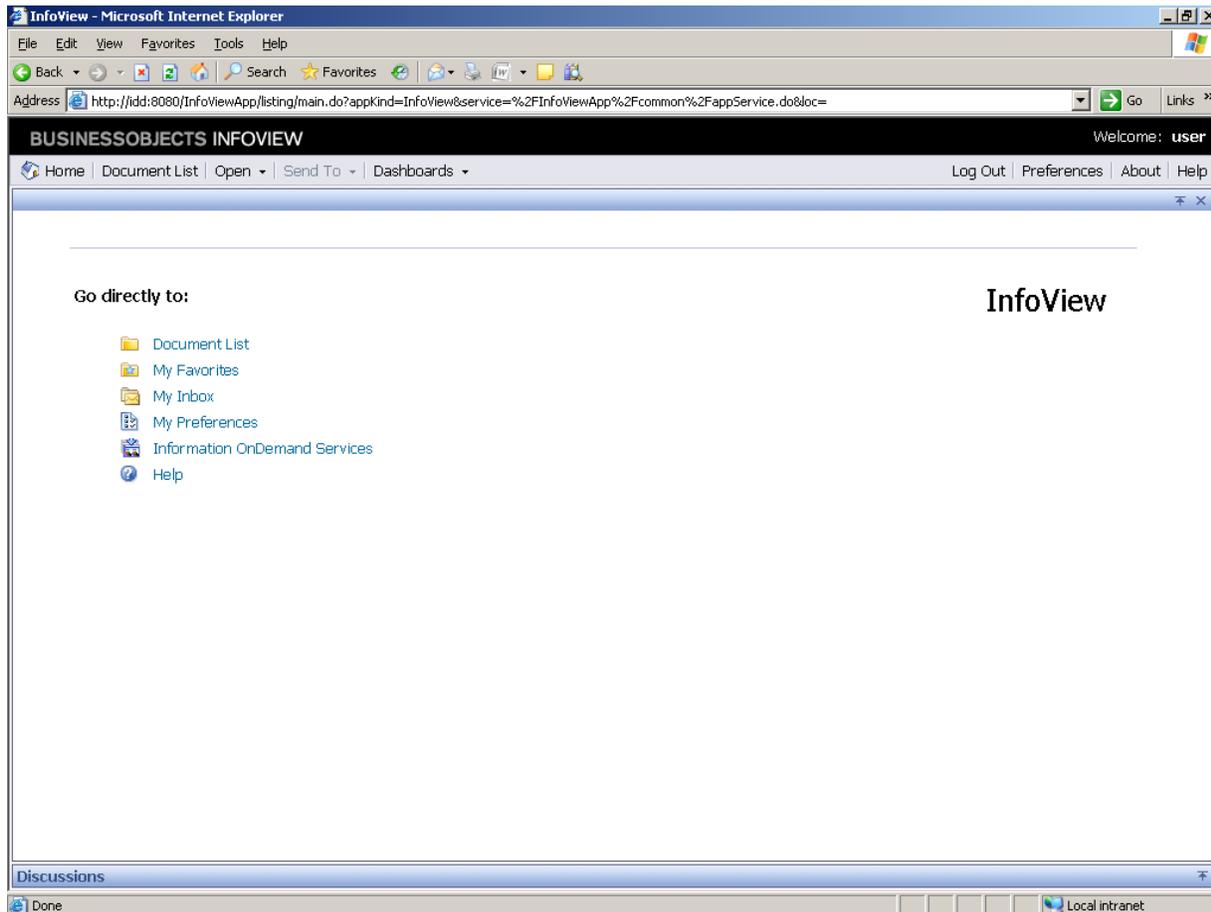
InfoView



10. Click **OK**.

Setting InfoView Preferences

InfoView

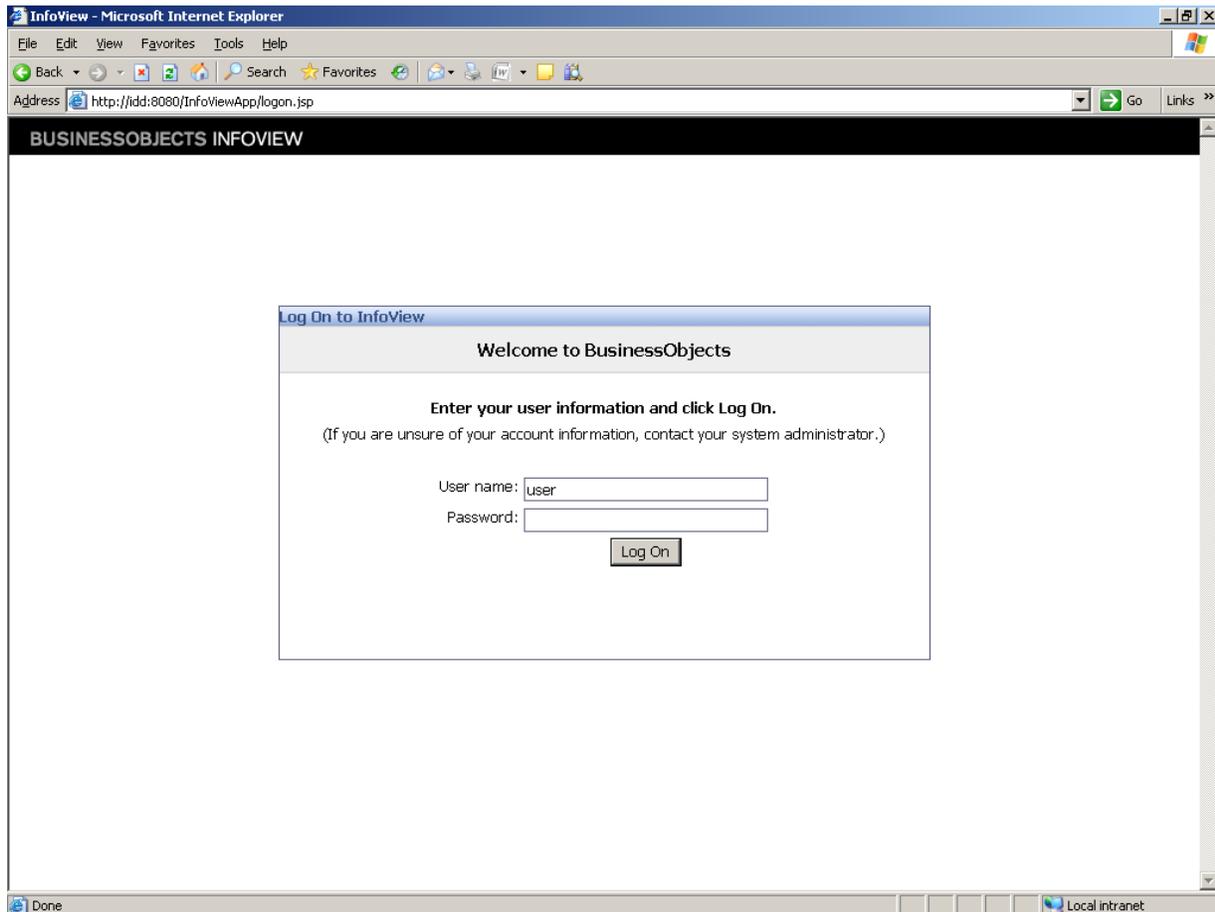


11. Click **Log Out**.

Now, log out of InfoView and log on using your new password.

Setting InfoView Preferences

Log On to InfoView



13. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Password3

14. Click **Log On**.