What if Primary Admin forgets the Primary Admin password when using SoftMax Pro GxP Admin 2.1.1?

- 1. If a Secondary Admin account exists, the Secondary Administrator can log into the GxP Admin software and change or reset the password for the Primary Admin.
- 2. Then the Primary Admin can log on to the GxP Admin software to reset the password that was created by Secondary Admin. (Note: Primary Admin User Name and User ID cannot be changed.)

P Admin v2.1.1 - Molecular Devices								
Use	rs	Templates	Reports	Licenses	Options			
Use the list below to add or remove users and modify global options.								
[User Na	me	User ID		Account Info			
	Anne Padma		anne bp		Admin - Secondary Admin - Primary			
		Add	User	Ma	odify User			
					Quit	Help		

- 3. The password created by Secondary Admin can also be reset using the SoftMax Pro GxP application.
- 4. Open SoftMax Pro GxP.
- 5. Enter the Primary Admin user name and password created by Secondary Admin.
- 6. For SoftMax Pro v5.x, go to "GxP" and click on "Change Account Password"

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Change Account Password User ID: padma.bandhuvula Current Password: New Password: Verify: Cancel OK		lo port elected SpectraMax M5 Read StakMax 🔥 🞉 🔛							
Change Account Password User ID: padma.bandhuvula Current Password: New Password: Verify: Cancel OK		_							
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User ID: padma.bandhuvula Current Password: New Password: Verify: Cancel OK									
Current Password: New Password: Verify: Cancel OK	User ID: pa	adma.bandhuvula							
New Password: Verify: Cancel OK	Current Password:								
New Password: Verify: Cancel OK									
Verify: Cancel OK	New Password:								
Cancel OK	Verify:								
]							

7. For SoftMax Pro v 6.x click on "GxP" and "Change Password".



- 8. If the password is reset using SoftMax Pro, the change is saved automatically in the GXP Admin software also.
- If there is no Secondary Admin account, the Primary Admin will not be able to reset their password to access the current EDB file. A new EDB file needs to be created.
- 1. For new EDB file creation, you will need the Creation Key supplied with the initial GxP software purchase.
- 2. Open the GxP Admin Software and click on "Create User Account".
- 3. Give the name of the Primary Admin.
- 4. Create a new user ID. The User ID must be different from the old primary admin user ID.
- 5. Then create a new password.
- 6. Save the new EDB file by going to "User Account File Location".
- 7. Enter the creation key in the box "Enter Creation Key".

User Account Creation							
Primary Administrator							
Name:	Ι						
User ID:							
Password:							
Confirm Password:							
User Account Information							
File path and name:	User Account File Location						
Specified file path and name:							
Creation Key							
Enter Creation Key: (ex. EAxxxxxx)							
2	Create Now Cancel						