

MYOB® Support Note

CHANGING DEFAULT USER ID'S FOR WINDOWS 95/98

This support note is suitable for

- MYOB Accounting
- MYOB Accounting Plus
- MYOB Premier Accounting

The MYOB User ID is attached to transactions which that user enters. This provides an accurate audit trail of who entered which transactions. Therefore, it is important that each person that uses MYOB has their own User ID. If only one person uses MYOB, then it will be convenient if the default User ID is set to their name.

Where does MYOB get the default User ID from?

Each time you open your MYOB data file, the **Sign-on** window is displayed. The **User ID** that MYOB defaults to is derived from the Windows **User Name** information. Your system maybe configured so that the Windows Log On dialogue box is displayed when your computer starts. If so, you can enter your name in the **User Name** field and then when you open your data file, the MYOB **User ID** will default to your Windows **User Name**.

If the Windows Log On dialogue box isn't displayed when your computer starts, then the Windows Log On information will need to be changed.

How do I change the default User ID when logging into MYOB?

To change the MYOB default **User ID**, you need to change the Window Log On **User Name**. The Windows User Name can be changed in the Windows Registry, however, unless you are experienced in this area of Windows, we suggest you use the following method.

Setup Windows so that the Log On dialogue box is displayed. You will then be able to enter your name in the **User Name** field which will update the Windows registry. Once the Windows registry has been updated with your name, change the Windows settings back so that the Sign On dialogue box is no longer displayed when your computer is started. MYOB will now, by default, enter the new Windows **User Name** in the **User ID** field.

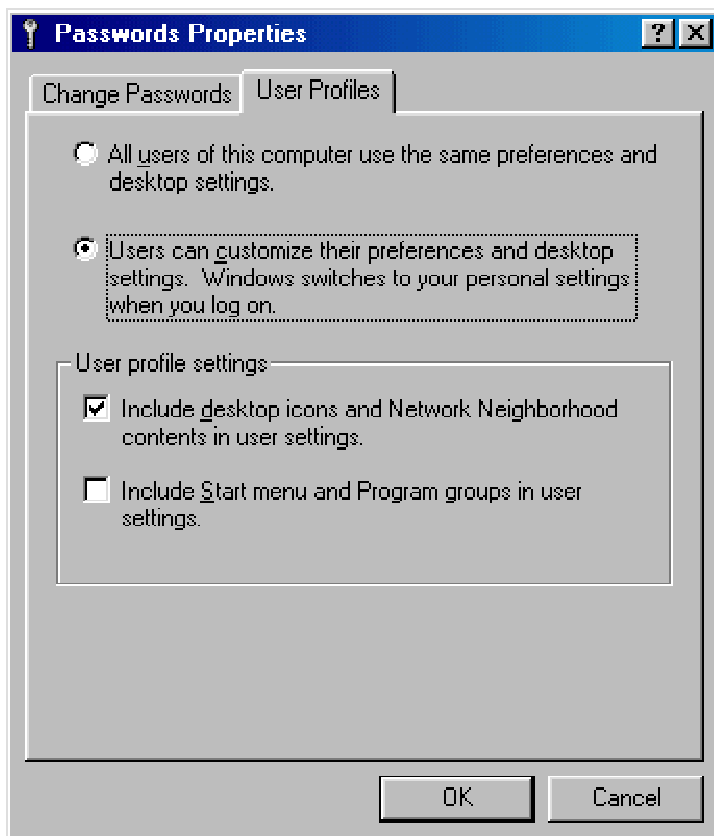
If you have more than one person that uses the computer, and MYOB, you may want to have the Windows Sign On dialogue box display when the computer is started. MYOB will then default to the person that is logged into Windows.

NOTE: This support note assumes that you are not Networked with **Client for Microsoft Networks** as the **Primary Network Logon**.

1. Click on **Start > Settings > Control Panel**.
2. Double click on the **Network** icon and check that the **Primary Network Logon** is set to **Windows Logon**.

Step 1 Displaying the Window Log On dialogue box

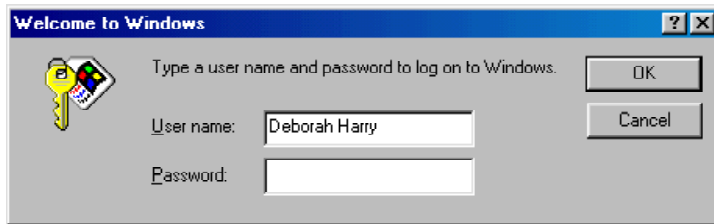
1. Close all programs.
2. Click on **Start > Settings > Control Panel**.
3. Double click on the **Passwords** icon.
4. Click on the **User Profiles** tab, then click on the **Users can customize their preferences and desktop settings...** option.



5. Click the **Ok** button and you will be prompted to Restart your computer. Click the **Yes** button so that your computer restarts allowing the new settings take effect.

Step 2 Log into Windows with your User Name

When your computer restarts, the Log On dialogue box will be displayed. Change the **User Name** to the name that you would like MYOB to default to. Click the **OK** button and then you maybe asked to verify your password. Leave the Password field blank and click on the OK button.



You may receive a prompt indicating that you haven't logged on to this computer before; and would you like for Windows to retain your settings for when you log on again. Click on the **Yes** button to retain your settings.

Once you have logged into Windows with your new **User Name**, the Windows registry will be updated with that name. MYOB will now use the updated **User Name** as the Default **User ID**.

Step 3 Preventing the Window Log On dialogue box from displaying

If you are the only person who uses the computer, and MYOB, then the Window Log On dialogue box doesn't need to be displayed each time the computer is started.

1. Close all programs.
2. Click on **Start > Settings > Control Panel**.
3. Double click on the **Passwords** icon.
4. Click on the **User Profiles** tab, then click on the **All users of this PC use the same preferences and desktop settings** option.
5. Click on the **Ok** button and you will be prompted to Restart your computer. Click the **Yes** button so that your computer restarts allowing the new settings take effect.

Each time you open your MYOB Data file, you new Windows **User Name** will be used by MYOB as the default **User ID**.