

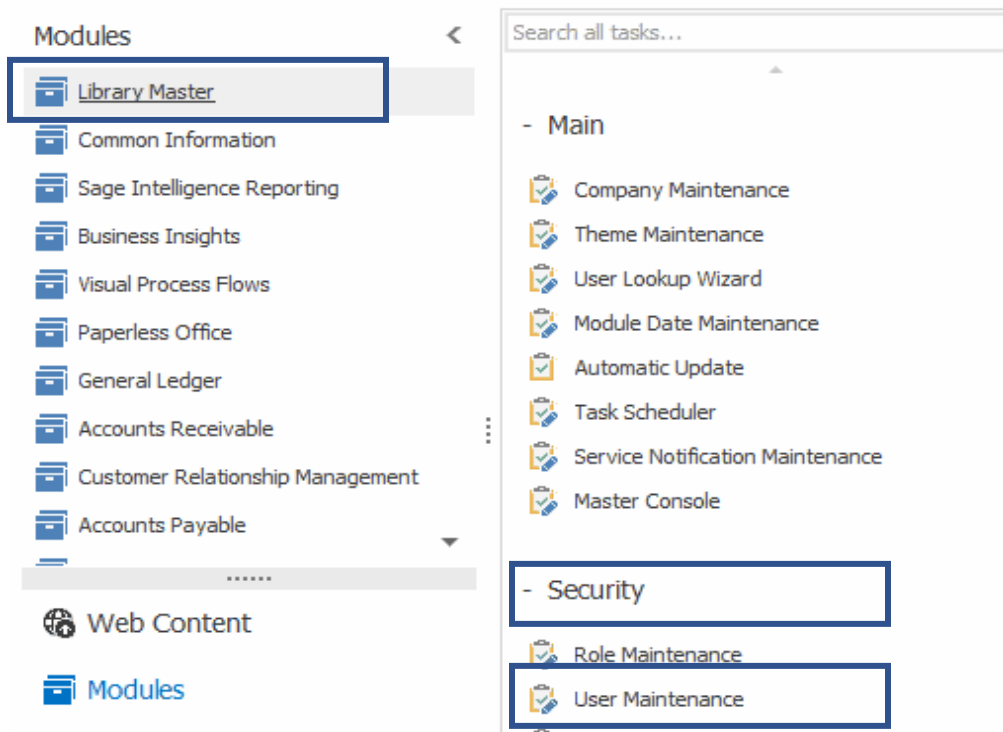


Stewart Technologies, Inc. How to Unlock a User in Sage 100

Users can be locked out of Sage for multiple reason but the main one is usually due to a password change and or a returning employee.

*** You will need administrator rights in Sage 100 to continue this process***

1. In Sage 100 go to Library Master – Main- User Maintenance (for versions 2020 and below) and for 2021 Library Master – Security – User Maintenance





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2. Enter or lookup User Logon, then click on the user to select.

S User Maintenance (PMZ) 3/1/2022

User Logon

First Name Last Name User Code

Password Confirm Password Customization Group Expires

E-mail Job Title

1. Maintenance 2. Preferences 3. Auto-Complete

	Company	Role	Start Date	Expiration Date
1	ABC (ABC Distribution and Service Co	Admin		2/20/2022
2	MFG (MFG Computer Systems, Inc)	Admin		
3	PMZ (Production Management Compan	Admin		
4				

User Account Locked

3. You will notice the User Account Locked at the bottom left-hand corner is checked. You will just need to uncheck and click Accept.

The user will now have access back to Sage 100.