1. **Change the database user account for a company**

   **Note:** To perform this step, you need access to the SAP Business One server.

   Open the *System Landscape Directory* in a browser on the SAP Business One server machine.

   Login to the System Landscape Directory.

   Choose the *Servers and Companies* tab.

   Select a company and generate a database user to replace the default user “sa”.

   The new database user will be displayed for the selected company.

   What is the implication of this change?

   - [ ] Users will need to supply new database credentials when accessing a company
   - [ ] Access to the database is more secure since the new database user does not have system admin rights
   - [ ] When you backup the company database, you will need to provide the new user and password

2. **Set the Password Policy in SAP Business One**

   Choose *Administration → Setup → General → Security → Password Administration*.

   Change the security level:

<table>
<thead>
<tr>
<th>Field</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Level</td>
<td>Select a different level, for example, <strong>High</strong>.</td>
</tr>
<tr>
<td>Password Example</td>
<td>Choose <strong>Generate</strong></td>
</tr>
</tbody>
</table>

   Choose *Update*.

   What is the implication of this change?
3. **Change a user’s password**
   Choose *Administration → Setup → General → Users.*
   Select a user account. If there are no users defined in your system, add a new user.
   Set the user password according to the new policy.

4. **View the access log**
   Choose *Tools → Access log.*
   Review the access log for your system.
   Double-click a row to see the details.

5. **View the change history log**
   Choose *Administration → System Initialization → Authorizations → General Authorizations.*
   In the General Authorizations window, select a user and make a change to one of the authorizations for the user.
   With the authorizations window still active and the user selected, choose *Tools → Show History.*
   Select the first row and choose *Show Differences.*
   Double-click a row to see the original window.

   Create a sales document and save it to the system.
   Re-open the sales document and change the quantity on the row.
   Choose *Update.*
   Choose *Tools → Show History* to open the change log.
   Select the first row and choose *Show Differences.*