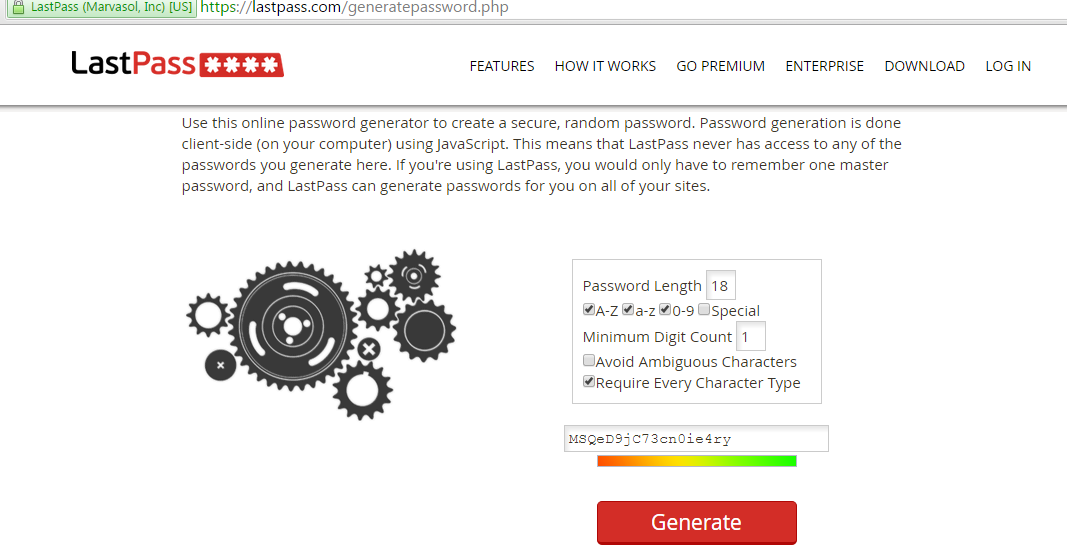
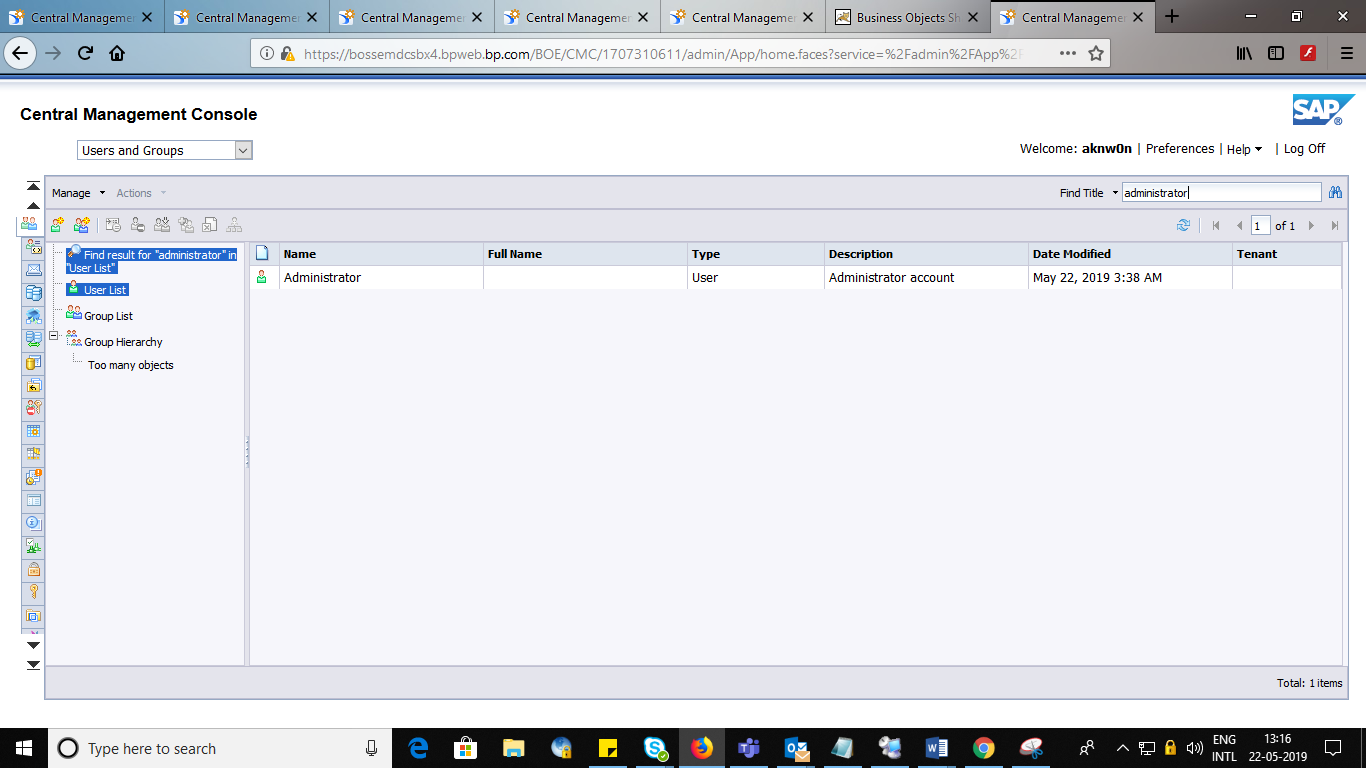
**Steps on how to change Administrator Password**:-

-> Please read the note in the ending of document.

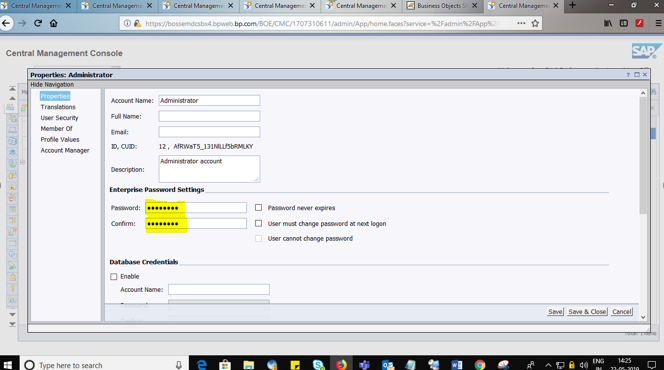
1. Open URL <https://lastpass.com/generatepassword.php> and generate a 18 character password with contains Upper case, Lower case and at least one Numerical character



1. Copy the password generated from the above link and search for “Administrator” in User and Groups like below.



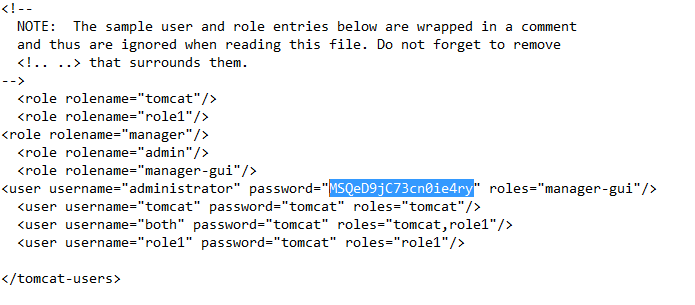
1. After that, click on Administrator and go to Properties, you can find Enterprise Password Settings field there. Paste the new password in the below two fields.



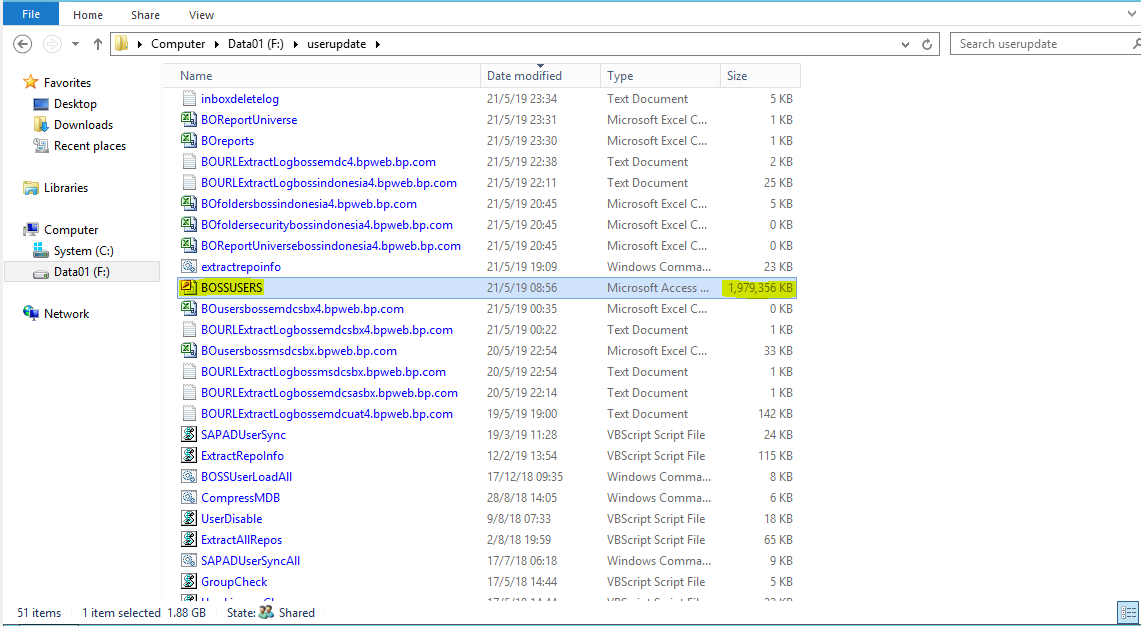
1. After pasting password, click Save and Close. Make sure to save the updated password.
2. Add new password to tomcat-users.xml file which is located at “**F:\Program Files (x86)\SAP BusinessObjects\tomcat\conf\tomcat-users.xml** (BO Install dir\ SAP BusinessObjects\tomcat\conf\tomcat-users.xml”

Tale **backup** of correct **tomcat-users.xml** and add the new password at the below location

<user username="administrator" password="**MSQeD9jC73cn0ie4ry**" roles="manager-gui"/>



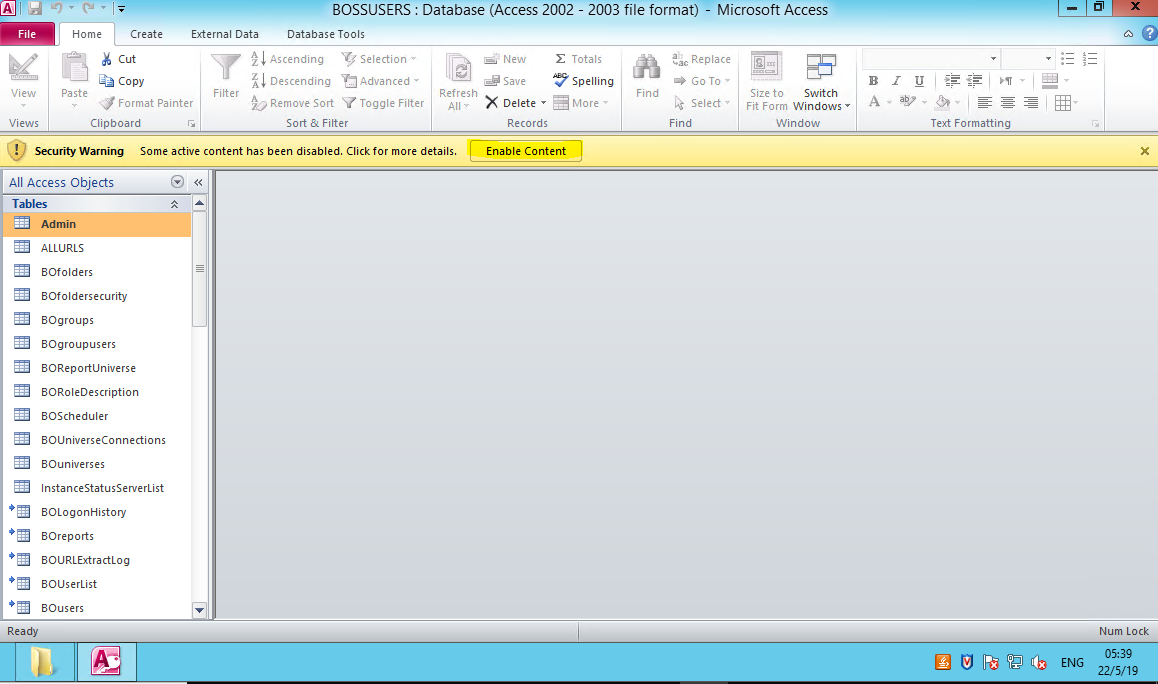
1. Restart Tomcat after saving the tomcat-users.xml
2. To get the newly generated password in ASCII format, login to BP1XTXAP2699 server and navigate to path F:\userupdate.



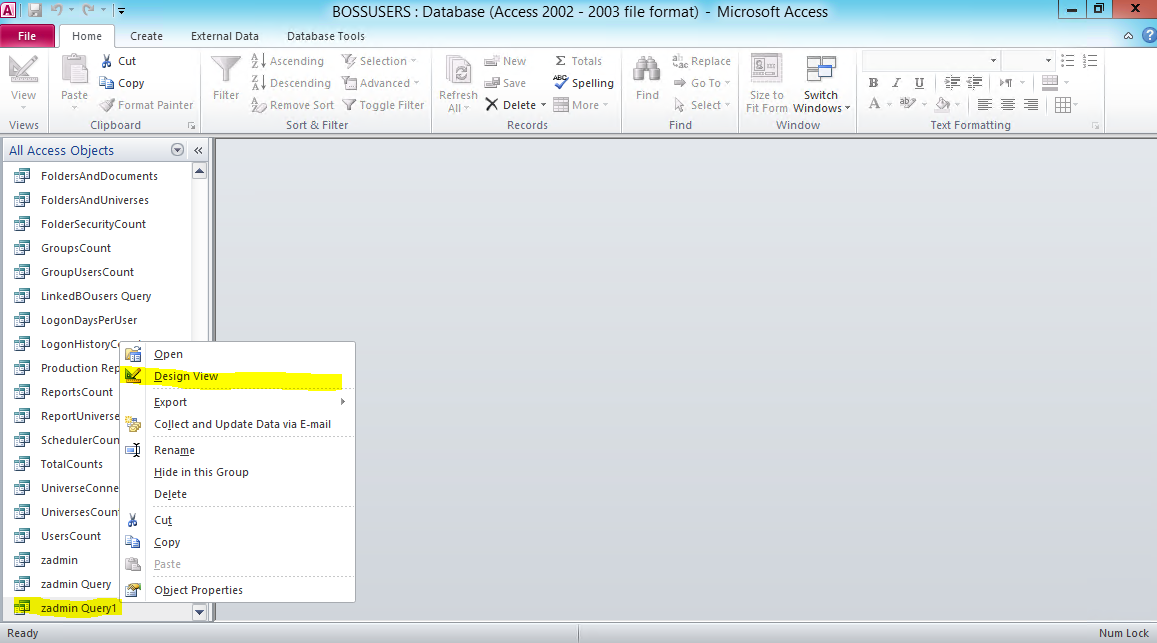
1. Now, copy the BOSSUSERS.mdb file on to the desktop. We are moving the file to desktop because, we are not able to make any changes when we opened the file directly from F drive



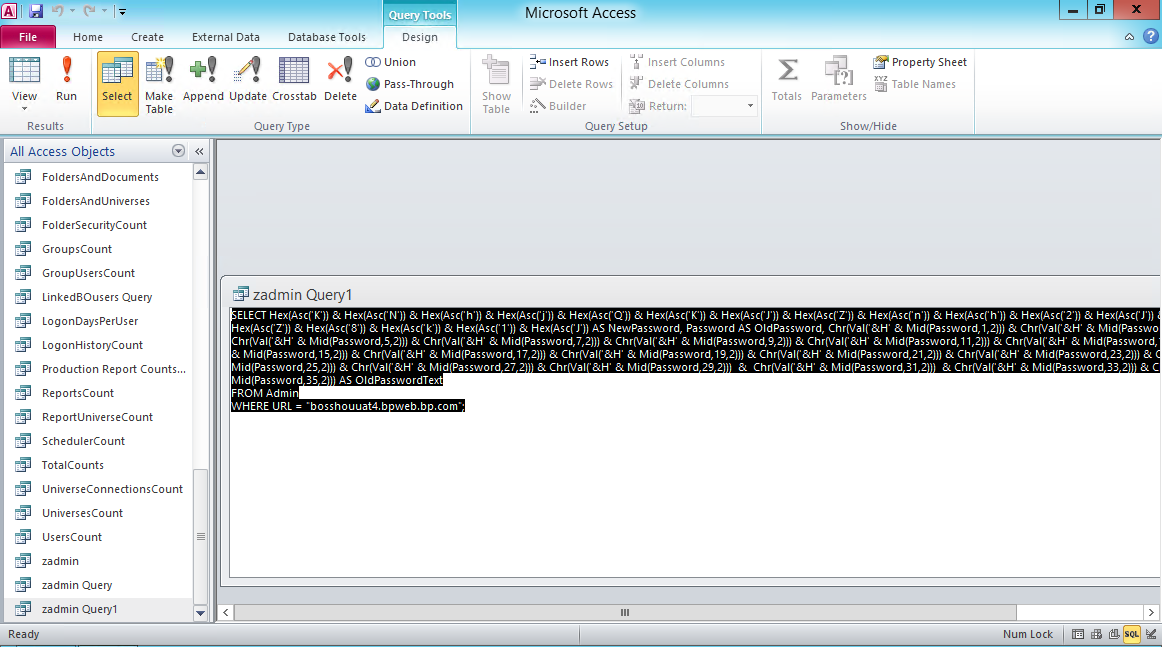
1. Now, open the BOSSUSERS.mdb file from the desktop. After opening, click on “Enable Content”.



1. After that, scroll down to Zadmin Query1 and right click on it. Now, open Design View.



1. Now, we can see the query which will help to change the password to ASCII Format



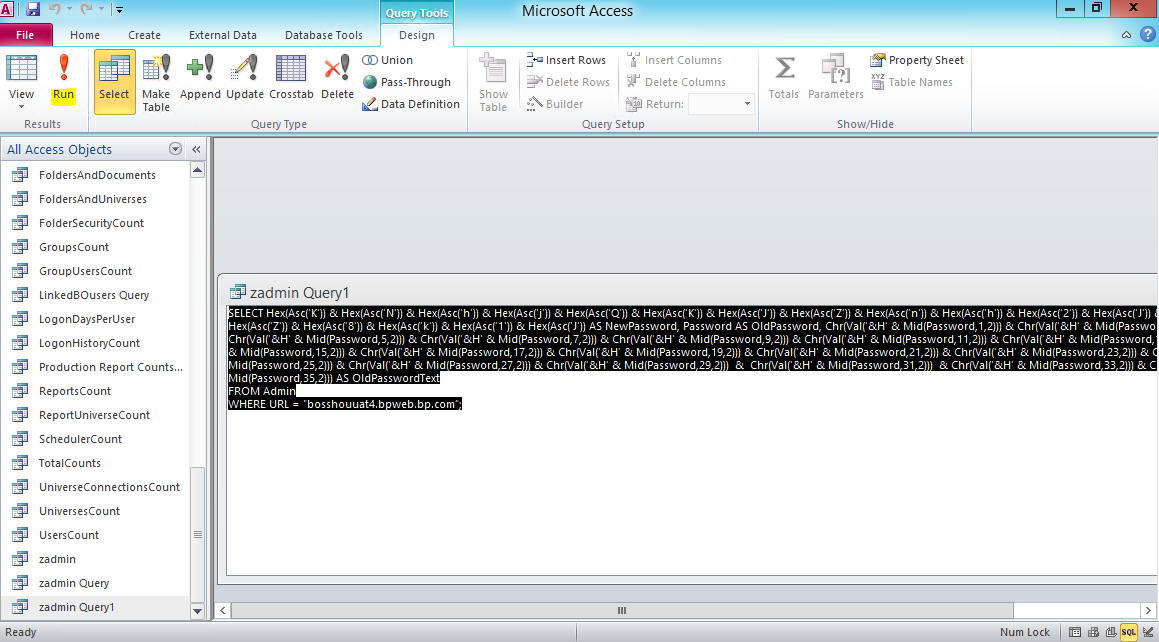
1. Now, what we need to do is - For suppose if the password is “**MSQeD9jC73cn0ie4ry”,** then we need to determine every character in the query as belowhighlighted (Yellow Marked) and also the URL for which environment we wish to change**.**

SELECT Hex(Asc('M')) & Hex(Asc('S')) & Hex(Asc('Q')) & Hex(Asc('e')) & Hex(Asc('D')) & Hex(Asc('9')) & Hex(Asc('j')) & Hex(Asc('C')) & Hex(Asc('7')) & Hex(Asc('3')) & Hex(Asc('c')) & Hex(Asc('n')) & Hex(Asc('0')) & Hex(Asc('i')) & Hex(Asc('e')) & Hex(Asc('4')) & Hex(Asc('r')) & Hex(Asc('y')) AS NewPassword, Password AS OldPassword, Chr(Val('&H' & Mid(Password,1,2))) & Chr(Val('&H' & Mid(Password,3,2))) & Chr(Val('&H' & Mid(Password,5,2))) & Chr(Val('&H' & Mid(Password,7,2))) & Chr(Val('&H' & Mid(Password,9,2))) & Chr(Val('&H' & Mid(Password,11,2))) & Chr(Val('&H' & Mid(Password,13,2))) & Chr(Val('&H' & Mid(Password,15,2))) & Chr(Val('&H' & Mid(Password,17,2))) & Chr(Val('&H' & Mid(Password,19,2))) & Chr(Val('&H' & Mid(Password,21,2))) & Chr(Val('&H' & Mid(Password,23,2))) & Chr(Val('&H' & Mid(Password,25,2))) & Chr(Val('&H' & Mid(Password,27,2))) & Chr(Val('&H' & Mid(Password,29,2))) & Chr(Val('&H' & Mid(Password,31,2))) & Chr(Val('&H' & Mid(Password,33,2))) & Chr(Val('&H' & Mid(Password,35,2))) AS OldPasswordText

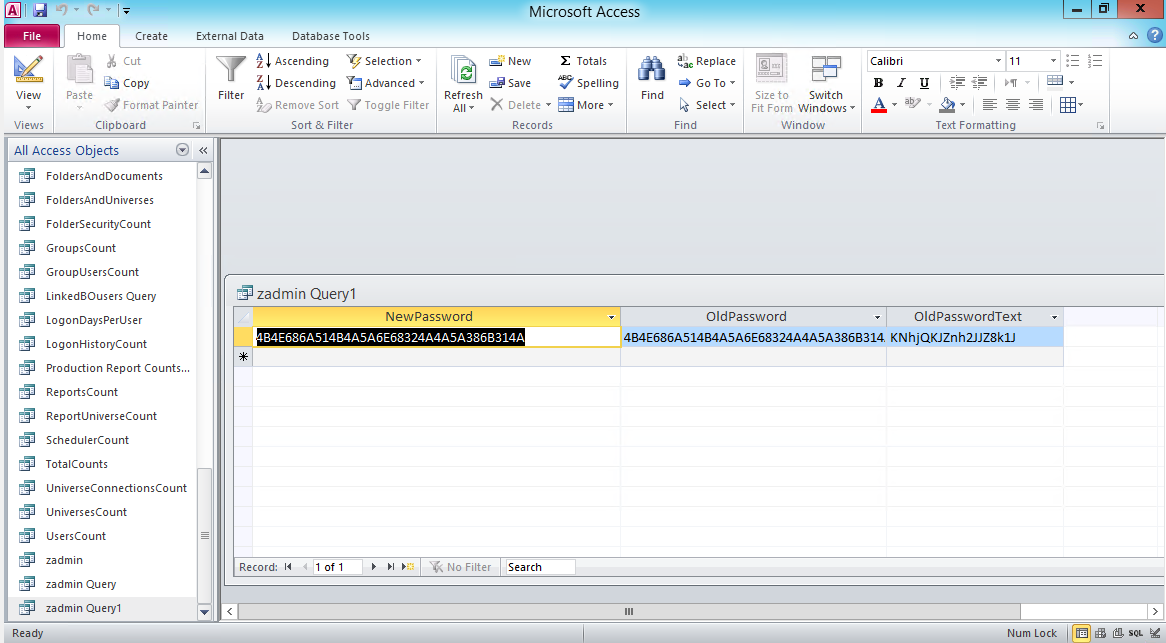
FROM Admin

WHERE URL = "bosshouuat4.bpweb.bp.com";

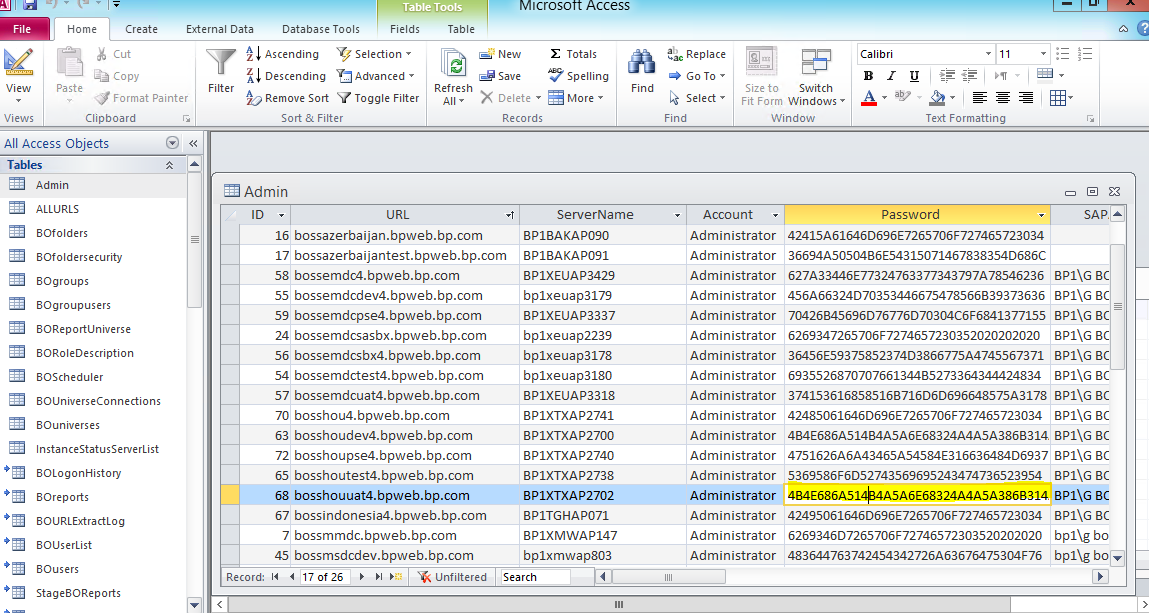
1. After that, click on “RUN”



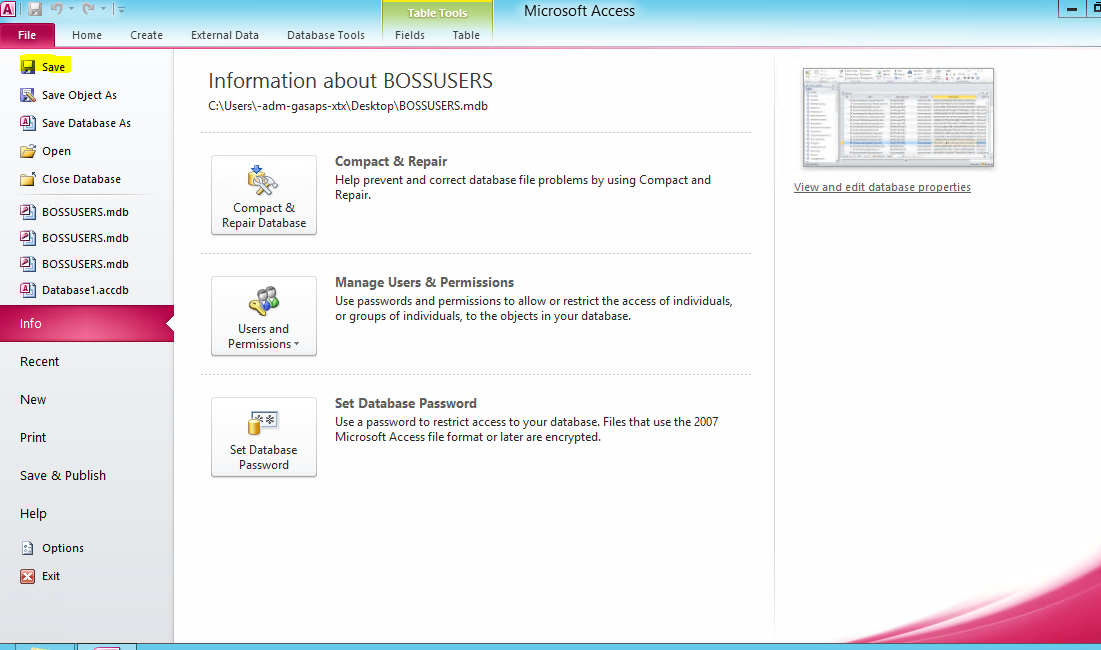
1. After clicking on RUN, you can see ASCII format generated for New Password.



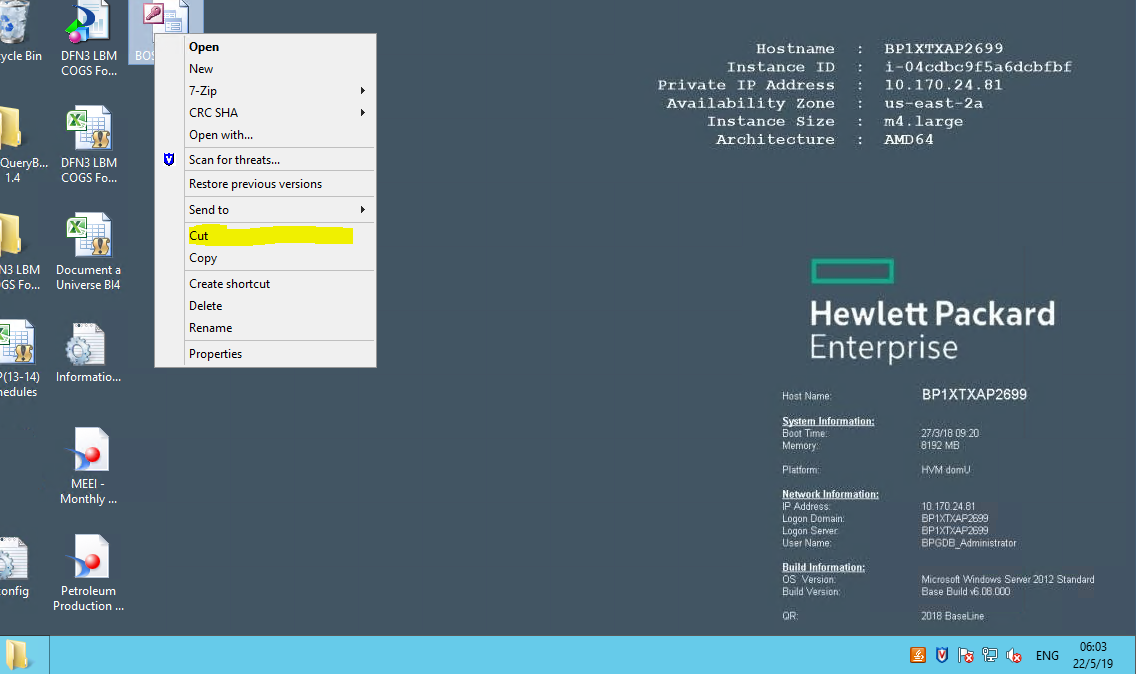
1. Now, copy the NEW ASCII Password and paste it in Admin Table of respective environment as shown below.

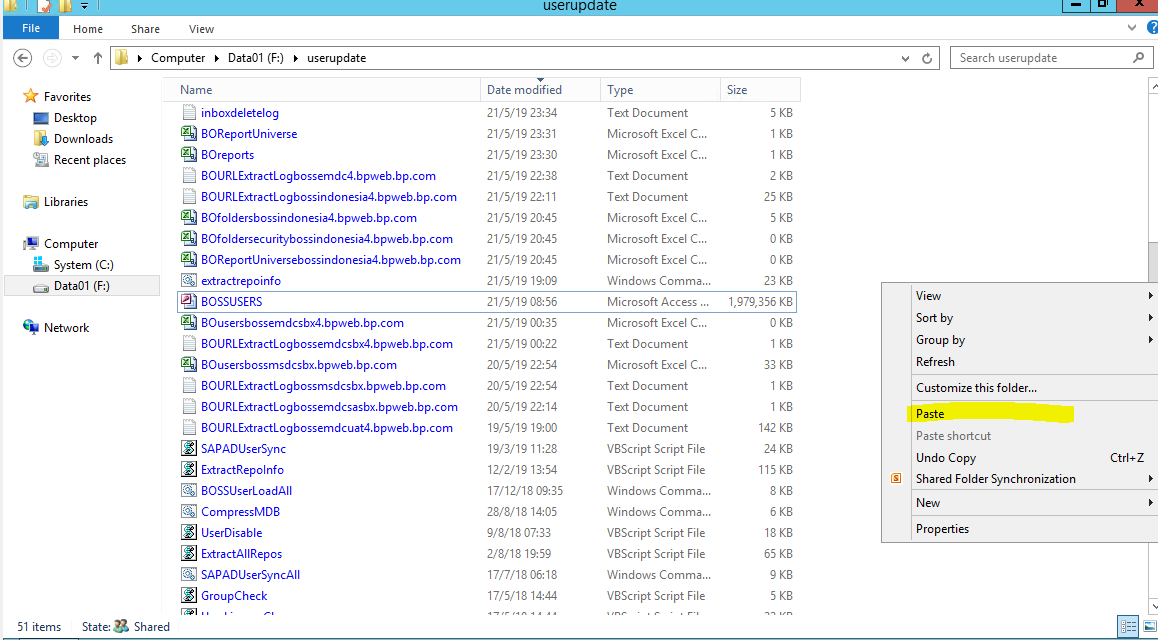


1. After updating, save the file.



1. Now, we need to replace this USERSUPDATE.MDB file from desktop to its original path as below.





Note: - Change the password in “Tomcat users” file in both APP and WEB servers. Generally, after updating the password in Tomcat file, we need to restart Tomcat in only in Web Servers.

Suppose if the application server is having tomcat in running state by checking in CCM, we need to restart Tomcat in App servers also.

**After following all these steps, we are able to Change the Administrator Password successfully**.