



SIGN IN TO EQQ

EWARENOW QUICK QUERY (EQQ®) USER GUIDE SERIES

EQQ-UB-0010-R02

© 2020 Ewarenow LLC. All rights reserved. EQQ is a registered trademark of Ewarenow LLC.

New Account – First time sign in	2
Normal Sign In.....	3
Forgot Username	4
Forgot Password	5
Cannot Verify Trusted Device	6

New Account – First time sign in

When your organization's EQQ Security Administrator sets you up with an account on EQQ, you will receive a brief email message.

Dear Douglass MacLean,

Below is your log in information:

Username: **dmaclean**

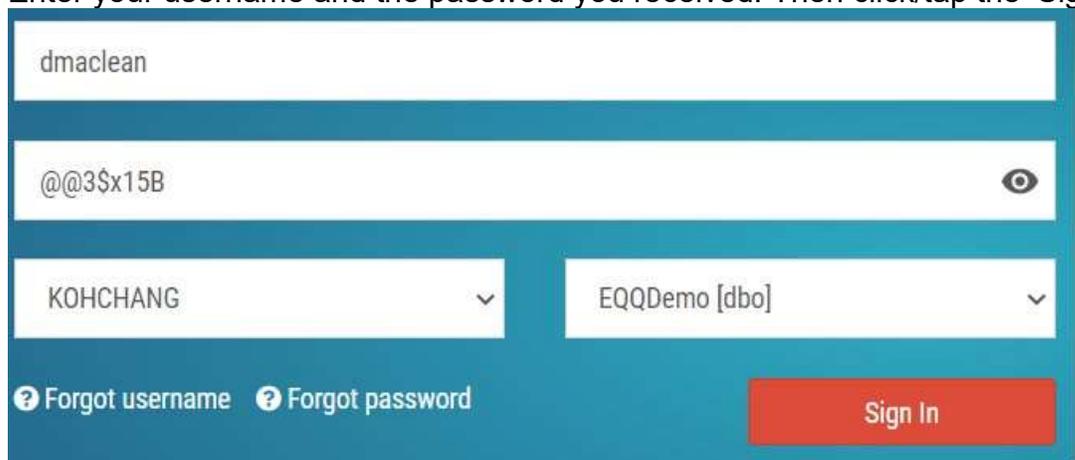
Password: **@@3\$x15B**

This email is automatically generated by EQQ. Please do not reply to this email.

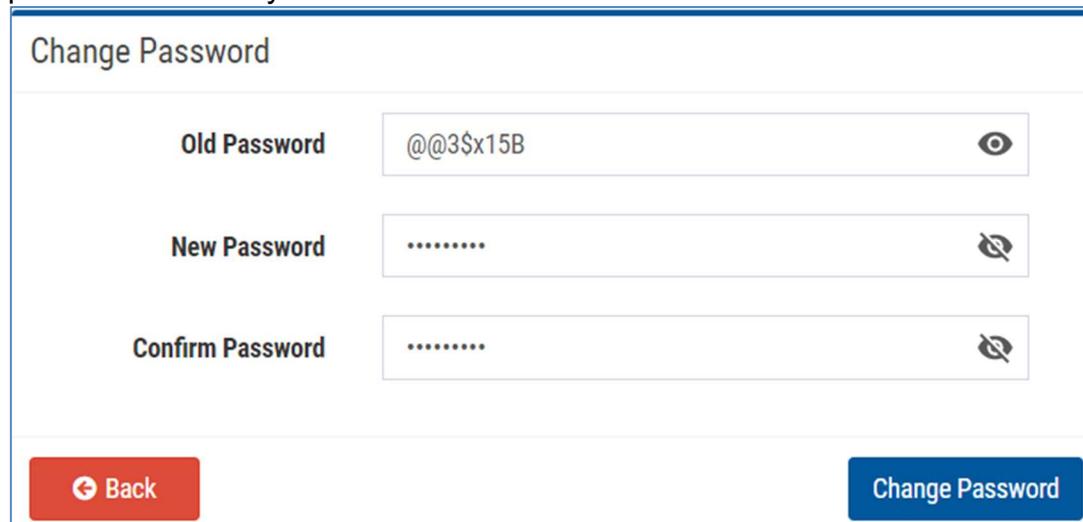
EQQ Support

The security administrator will also advise you of the internet address to use in your browser to connect to EQQ. Example: <http://kochang:8081>.

Enter your username and the password you received. Then click/tap the 'Sign in' button.



You then are presented with this dialog, so you change the temporary password you received to a permanent one of your choice.



These are EQQ's standard password rules: Minimum number of characters: 8; at least one upper case (A-Z), lower case (a-z), digit (0-9), special character (~!@#\$%^&*()).

Note: Your organization may have revised them.

If your New Password meets the rules, EQQ accepts it and returns you to the Sign In page.

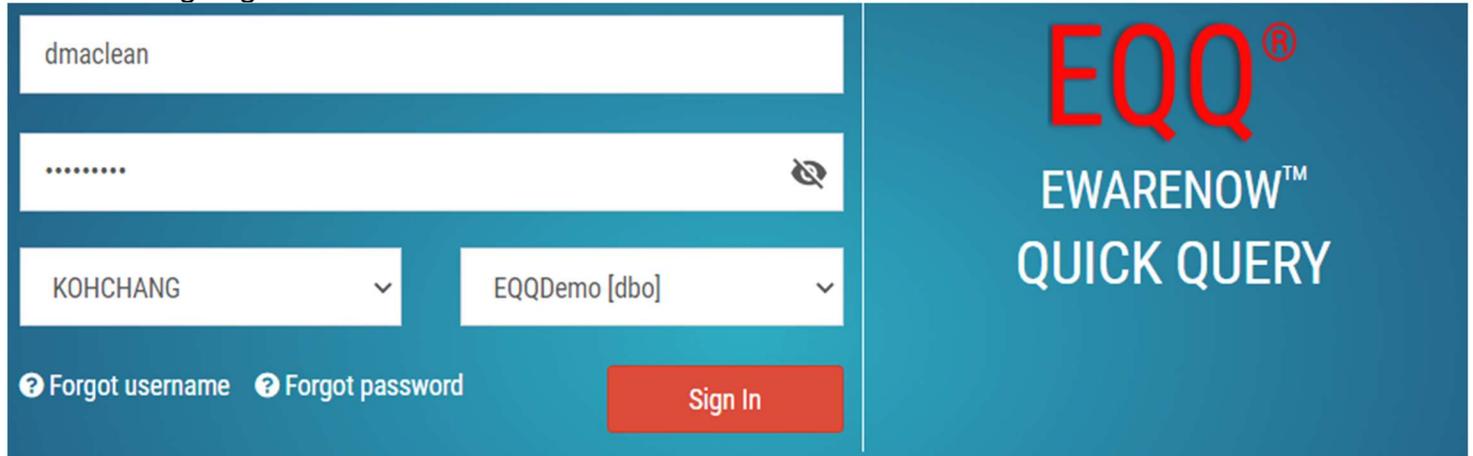
You can now proceed with a Normal Sign In

Normal Sign In

When you enter or select a URL for Ewarenow Quick Query (EQQ[®]) you will choose to use it to work with queries on a specific database.

There are two choices: your company's business database and EQQ's demo database.

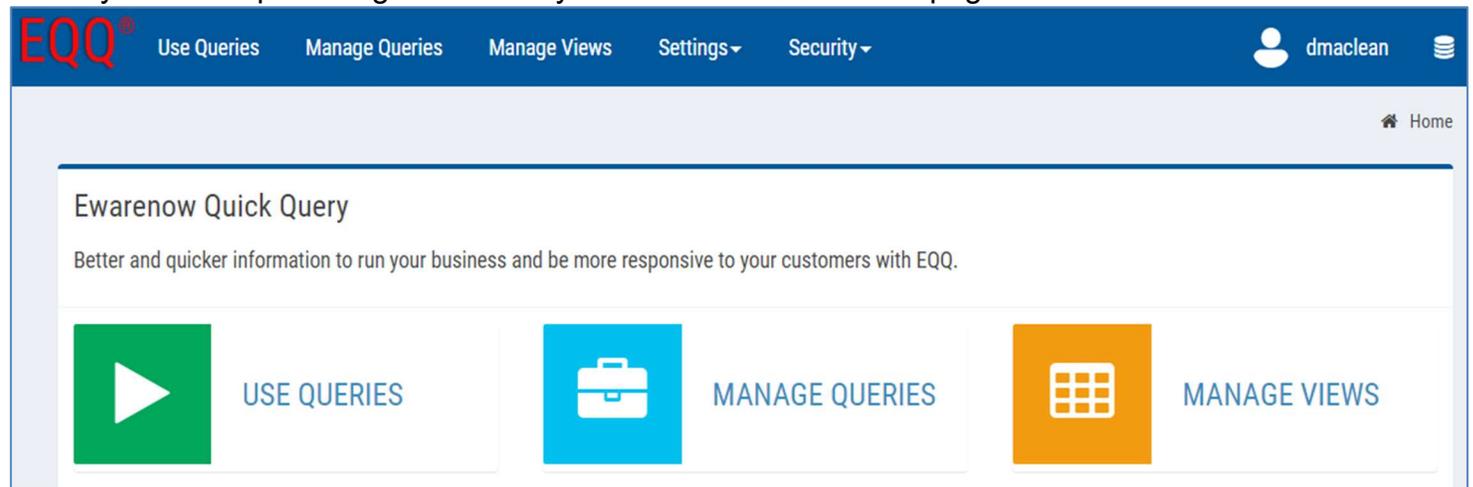
This user is going to connect to the EQQDemo database on a server named KOHCHANG.



The image shows the EQQ sign-in interface. On the left, there are three input fields: a username field containing 'dmaclean', a password field with masked characters and a visibility toggle, and two dropdown menus. The first dropdown is set to 'KOHCHANG' and the second to 'EQQDemo [dbo]'. Below these are links for 'Forgot username' and 'Forgot password', and a red 'Sign In' button. On the right, a blue banner features the EQQ logo and the text 'EWARENOW™ QUICK QUERY'.

EQQ remembers the database to which you last connected, so if you are normally working with your company's database, it will be selected automatically.

When you click/tap the 'Sign in' button you arrive at EQQ's home page.



The image shows the EQQ home page. At the top is a dark blue navigation bar with the EQQ logo and menu items: 'Use Queries', 'Manage Queries', 'Manage Views', 'Settings', and 'Security'. On the right side of the bar, there is a user profile icon labeled 'dmaclean' and a hamburger menu icon. Below the navigation bar is a light blue header area with a 'Home' link. The main content area has a white background with the title 'Ewarenow Quick Query' and a subtitle 'Better and quicker information to run your business and be more responsive to your customers with EQQ.' Below this are three large, colorful buttons: a green 'USE QUERIES' button with a play icon, a blue 'MANAGE QUERIES' button with a briefcase icon, and an orange 'MANAGE VIEWS' button with a grid icon.

You now can use the features of EQQ authorized for your account. Proceed to click/tap your choice on the menu bar or the three icons above.

a User Guide for each of them is available on the EQQ website support page

<https://eqq.ewarenow.com/support/>

Forgot Username

Forgot your username? No worries. Click/tap the link on the sign in page.

[? Forgot username](#)

It is a simple two-step process.

1. A one-time passcode (OTP) is sent to your email address registered with EQQ.
2. You enter that OTP and send it back. Then EQQ emails your username to your email address

Identity Confirmation

Please input your email and an OTP code will be sent to you shortly.

Send

Cancel

Dear Douglass MacLean,

Your verification code is: **786868**

This email is automatically generated by EQQ. Please do not reply to this email.

EQQ Support

Identity Confirmation

An OTP code has been sent to your email. This OTP code will be expired after 4 minutes. Please enter your OTP here (3 chances):

Verify

Cancel

Dear Douglass MacLean,

Your username is: **dmaclean**

This email is automatically generated by EQQ. Please do not reply to this email.

EQQ Support

Forgot Password

Forgot your password? No worries. Click/tap the link on the sign in page.

[Forgot password](#)

It is a simple two-step process.

1. A one-time passcode (OTP) is sent to your email address registered with EQQ.
2. You enter that OTP and send it back. Then you reset the password to a new one that you can remember.

Identity Confirmation

Please input your email and an OTP code will be sent to you shortly.

Dear Douglass MacLean,

Your verification code is: **320160**

This email is automatically generated by EQQ. Please do not reply to this email.

EQQ Support

Identity Confirmation

An OTP code has been sent to your email. This OTP code will be expired after 4 minutes. Please enter your OTP here (3 chances):

Reset Password

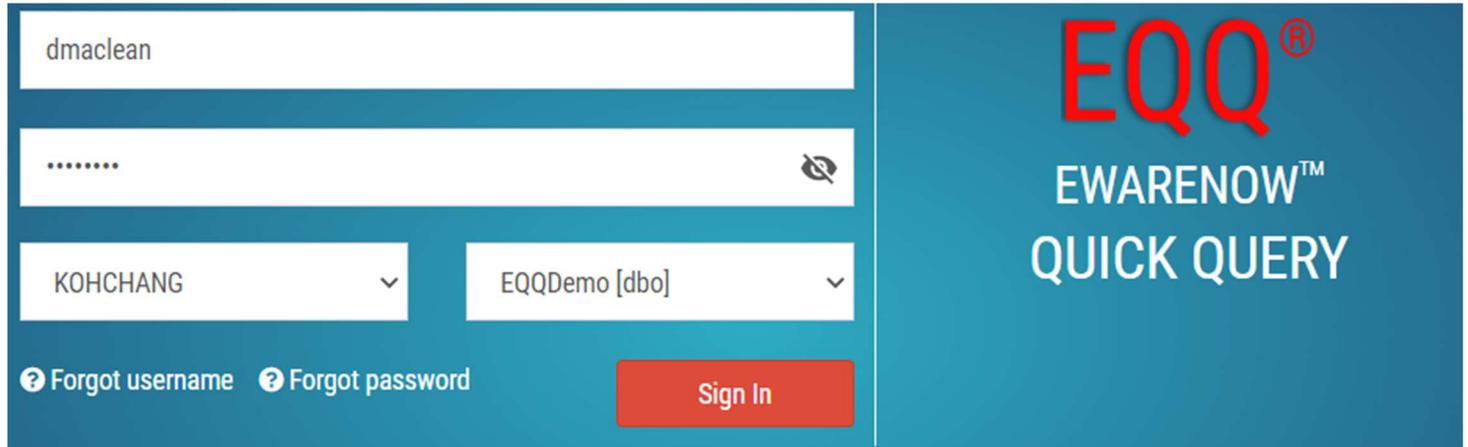
Your new password must match the following rules:

1. Minimum Length: 8
2. Required: Lowercase, Uppercase, Digit, Special Character

Cannot Verify Trusted Device

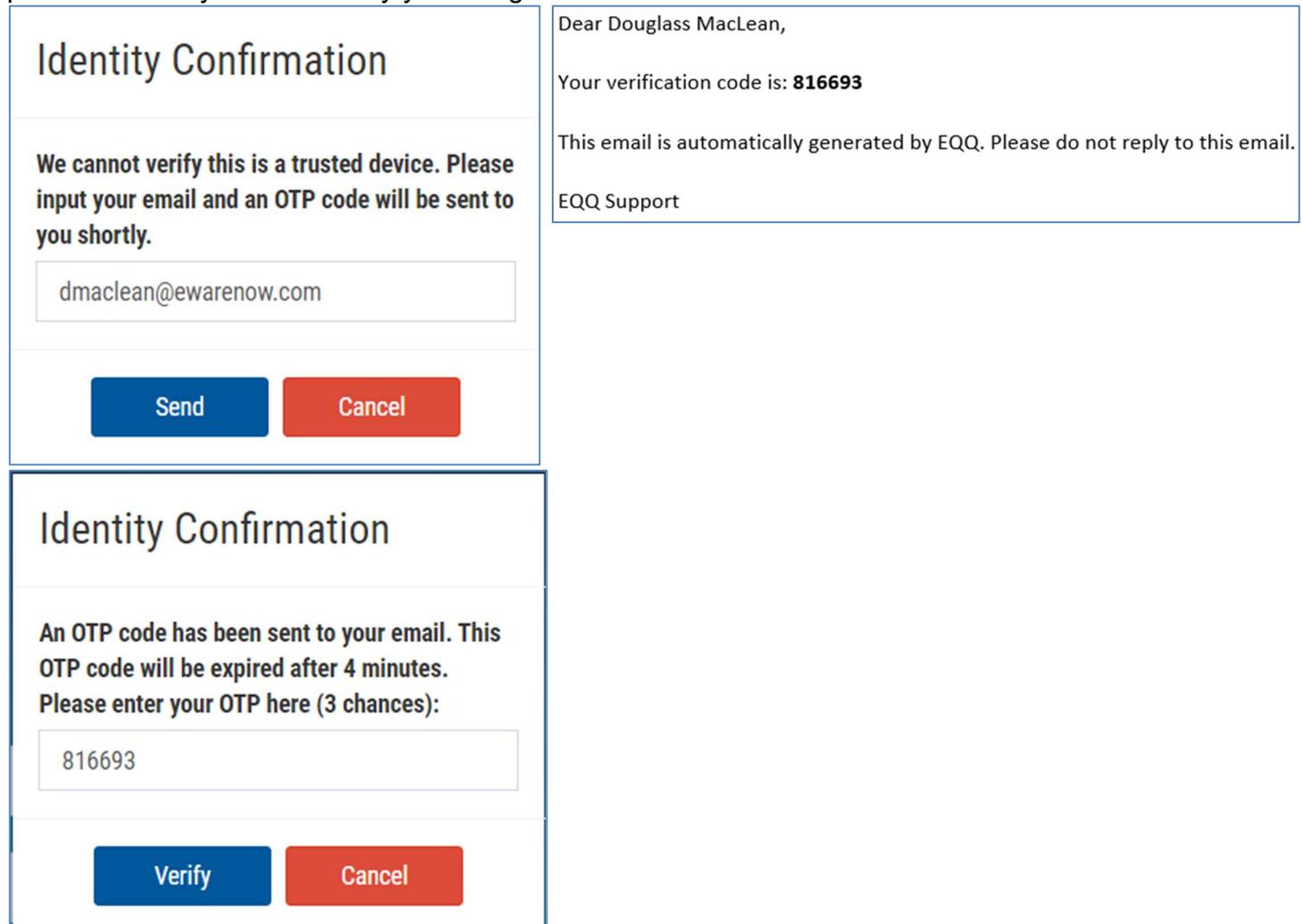
Cannot verify this is a trusted device. No worries.

You can register to use EQQ from several devices. You'll get this once per device. You will also get it if you use a second browser on the same device or if you have cleared all cookies from the device.



The image shows a login interface for EQQ (EWARENOW™ QUICK QUERY). On the left, there is a form with a username field containing 'dmaclean', a password field with masked characters and an eye icon, a dropdown menu for 'KOHCHANG', and another dropdown menu for 'EQQDemo [dbo]'. Below these are links for 'Forgot username' and 'Forgot password', and a red 'Sign In' button. On the right, there is a blue banner with the EQQ logo and the text 'EWARENOW™ QUICK QUERY'.

You entered your credentials, clicked/tapped the 'Sign In' button and got the message. Simply follow this process to verify that it is really you using this device.



The image shows an email and a corresponding form for identity confirmation. The email, on the right, is addressed to 'Dear Douglass MacLean,' and contains the verification code '816693'. It also states that the email is automatically generated by EQQ and that the user should not reply. The EQQ Support logo is at the bottom. On the left, there are two screenshots of a web form. The top screenshot shows the 'Identity Confirmation' page with a message: 'We cannot verify this is a trusted device. Please input your email and an OTP code will be sent to you shortly.' Below this is a text input field containing 'dmaclean@ewarenow.com' and two buttons: 'Send' (blue) and 'Cancel' (red). The bottom screenshot shows the same 'Identity Confirmation' page with a message: 'An OTP code has been sent to your email. This OTP code will be expired after 4 minutes. Please enter your OTP here (3 chances):'. Below this is a text input field containing '816693' and two buttons: 'Verify' (blue) and 'Cancel' (red).

When you click/tap Verify, EQQ accepts that it is you and returns you to the sign in page. You can now sign in with your usual credentials.