

# Lesson 15: Application Management and Controls

## Lesson Objectives

On completion of this lesson, you will learn how to

- Access Control Centre
- Manage Accounts using Control Centre

## 15.1 Concept of Control Centre

**Tally.ERP 9** provides a powerful feature named **Control Centre** to its users, which works as an interface between the user and Tally.ERP 9 installed at different sites, it enables the user to centrally configure and administer Site/User belonging to an account.

### 15.1.1 Features of Control Centre

The Control Centre encompasses the following features

- Manage Licenses
- Central Configuration
- Manage Users
- Manage Company Profile
- Manage Accounts (using My Tally.NET Accounts)
- Change Passwords
- Activity History
- Jobs and Recruitments (Coming Soon)
- Shop (Coming Soon)

### 15.1.2 Advantages of Control Centre

With the help of Control Centre, you will be able to

- Create users with predefined Security levels
- Centrally Configure & manage your Tally.ERP 9
- Surrender, Confirm or Reject activation of a Site
- Maintain Account related information
- Manage Licenses and Activity History

### **Create users with predefined Security levels**

Using the Control Centre feature, the Account Administrator can create users and map them to a predefined security level and authorise them to access a Site/Location linked to that Account. And further the system administrator can also create Remote users and allow / disallow them to remotely access the data.

The predefined security levels in Tally.ERP 9 are:

- Owner
- Standard User
- Tally.NET User
- Tally.NET Auditor

### **Centrally Configure and manage your Tally.ERP 9**

The Control Centre provides the flexibility to make changes to product configurations in the Tally.ini (Configuration file) and apply them to immediate effect without restarting the application.

The following master configurations set can be made from the Control Centre

- Add/Modify the Tally.ini parameters
- Assign TDL's to a site or all the sites under an Account
- Permit or Deny changes to the local configurations

The master configurations set created is applied initially to the Account centrally which is inherited by the site(s) on updation of license, based on the site level permissions by the Account Administrator.

### **Surrender, Confirm or Reject activation of a Site**

The Account Administrator is authorised to surrender, confirm a site license or Reject the request received on activation from another site.

### **Maintain Account related information**

Allows you to maintain information about the organisation. Based on the requirements, the Account Administrator can merge multiple accounts into one or split an account into multiple account for easy and better management.

Before we start using Control Centre in Tally.ERP 9, it is recommended to understand the process of installation of Tally.ERP 9 as explained.

## 15.2 Installing & Activating Tally.ERP 9

Tally.ERP 9 software installation is a simple and one time activity. You can install program files on any drive (if the hard disk has partitions) or specify a directory for installation. You can also specify the location of the data directory.

### 15.2.1 Installing Tally.ERP 9

To install Tally.ERP 9:

- ❑ Insert the **Tally.ERP 9 Installation CD** in the computer's CD drive
- ❑ Select **My Computer** on Desktop
- ❑ Select **CD drive**
- ❑ Run **Install.exe** > Specify Path (for Program files and data directory)
- ❑ Click **Install**
- ❑ After Installation a message **Installation Successful** is displayed. Click **OK**.

On successful installation of Tally.ERP 9, a shortcut is placed on the desktop, a folder titled Tally.ERP 9 is created in the selected drive and all the files required to run Tally.ERP 9 are stored in this default folder.

In the same way, you can install Tally.ERP 9 Multi-User. In Multi-User installation, select the required programs (Tally.ERP 9 / License Server) to install at Server and client locations and specify other required details.

### 15.2.2 Activating Tally.ERP 9 License

On successful installation of Tally.ERP 9, the **Licensing Operations** Startup screen appears on your computer, once you start Tally.ERP 9.

#### Step 1 : Activate License

To activate license, follow the steps given below :

The **Startup** screen appears as shown:

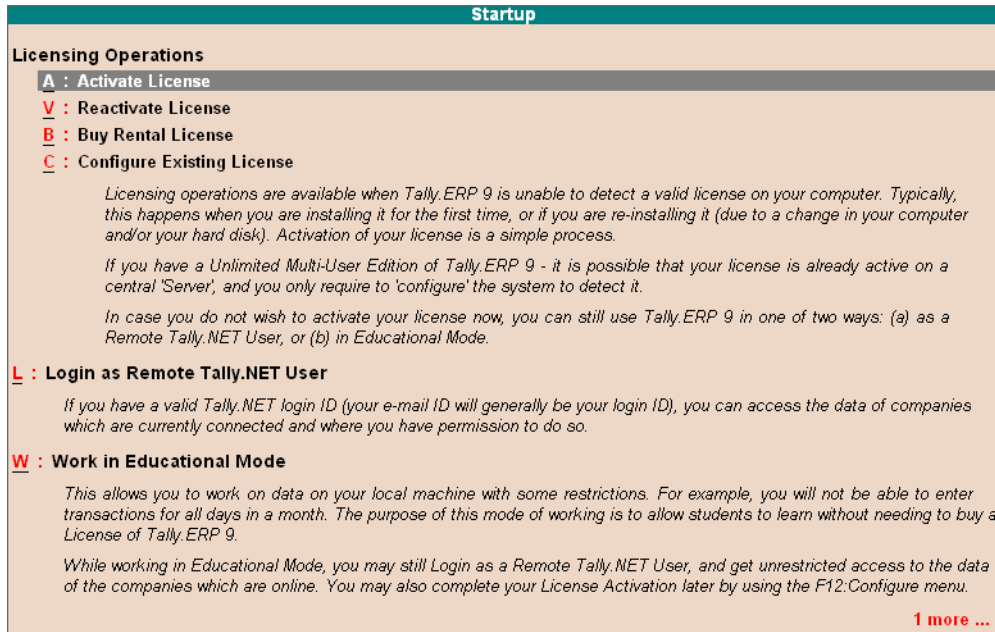


Figure 15.1 Startup screen

- Select **Activate License**, the **Activate License** screen appears as below

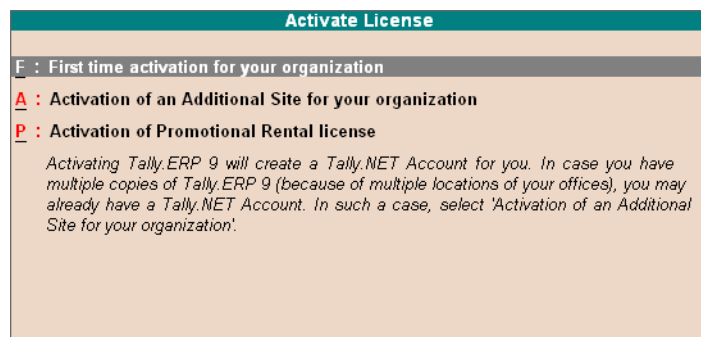


Figure 15.2 Activate License

The **Activate License** has three options which allows you to activate the license based on your requirements.

1. **First time activation for your organization:** allows you to activate a single site license.
2. **Activation of an additional Site for your organization:** allows you to activate the next or consecutive site licenses for your organization.
3. **Activation of Promotional Rental License :** allows you to activate promotional rental license.
  - Select **First time activation for your organization**

- ❑ The **Activate License** Form appears, **Enter** the required **License Serial Number** in the **Serial Number** field
- ❑ Enter the required Activation Key in the **Activation Key** field
- ❑ Enter your E-Mail ID in the **E-Mail ID of Administrator** field
- ❑ Repeat the Email-ID in the **Repeat (E-Mail ID of Administrator)** field

**Activate License**

Serial Number : 730004072  
Activation Key : AHP7MCN2P

E-Mail ID of Administrator : tally1@tallysolutions.com  
Repeat (E-Mail ID of Administrator) : tally1@tallysolutions.com

*Activating your License is a simple two-step process. Once your Serial Number and Activation Key are confirmed, you will receive an E-Mail giving you some important details:*

1. Your Tally.NET Account ID (which you may later modify)
2. An Unlock License Key (which you will require to complete the Activation process)
3. Details on how to access your Tally.NET Account and use it effectively for your organization.

*Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Administrator. It is important, therefore, that a valid E-Mail is given.*

Figure 15.3 Activation Form

An unique account identification is created using this E-Mail Id and the license serial number is linked to this account. The **License Key, Password** and **Account** related information are mailed to the E-Mail Id provided in the activation form.

- ❑ Press **Enter**, Tally.ERP 9 searches for the availability of Internet Connectivity on your computer.
- ❑ If Internet Connection is Available, Tally.ERP 9 displays a message **Congratulation! Your activation Request has been processed.**
- ❑ The **Tally\_ick.lic** file is created and placed in the default **Tally.ERP 9** directory.

You can also **Activate License** in Offline Mode, if Internet Connection is not Available. To activate License in Offline Mode, generate the License File Offline and paste the license file onto the system where internet is available and Tally.ERP 9 is installed, go to the **licensing menu**, select **send External request**, the license file will be generated, copy the file and paste it where the license is to activated.

### Step 2 : Unlock License File

- ❑ Access your mail and retrieve the unlock key
- ❑ In the **Startup** screen, select **Unlock License**
- ❑ Type the **Unlock Key** in unlock field and press **Enter**
- ❑ On successfully unlocking the license file, Tally.ERP 9 displays the message **Congratulations! Your License is successfully activated.**

- Start Tally.ERP 9, the License Serial Number and Account ID are displayed under the Version and Licensing sections of the information panel respectively.

In the same way, you can **activate license** for **Multi-Site**, by selecting **Activation of an Additional Site for your Organisation** in the Activate License screen and providing **Site Name, Site Administrator Email ID** and other related details.

### 15.2.3 Launch Tally.ERP 9

Start **Tally.ERP 9** by choosing any one of the methods discussed earlier. On starting **Tally.ERP 9** the **Gateway of Tally** screen appears displaying the **Edition** and **Users** under **Version** block, **Serial Number** and **Account ID** under **License** block and Stat version and ODBC details in **Configuration** block of the Information panel.

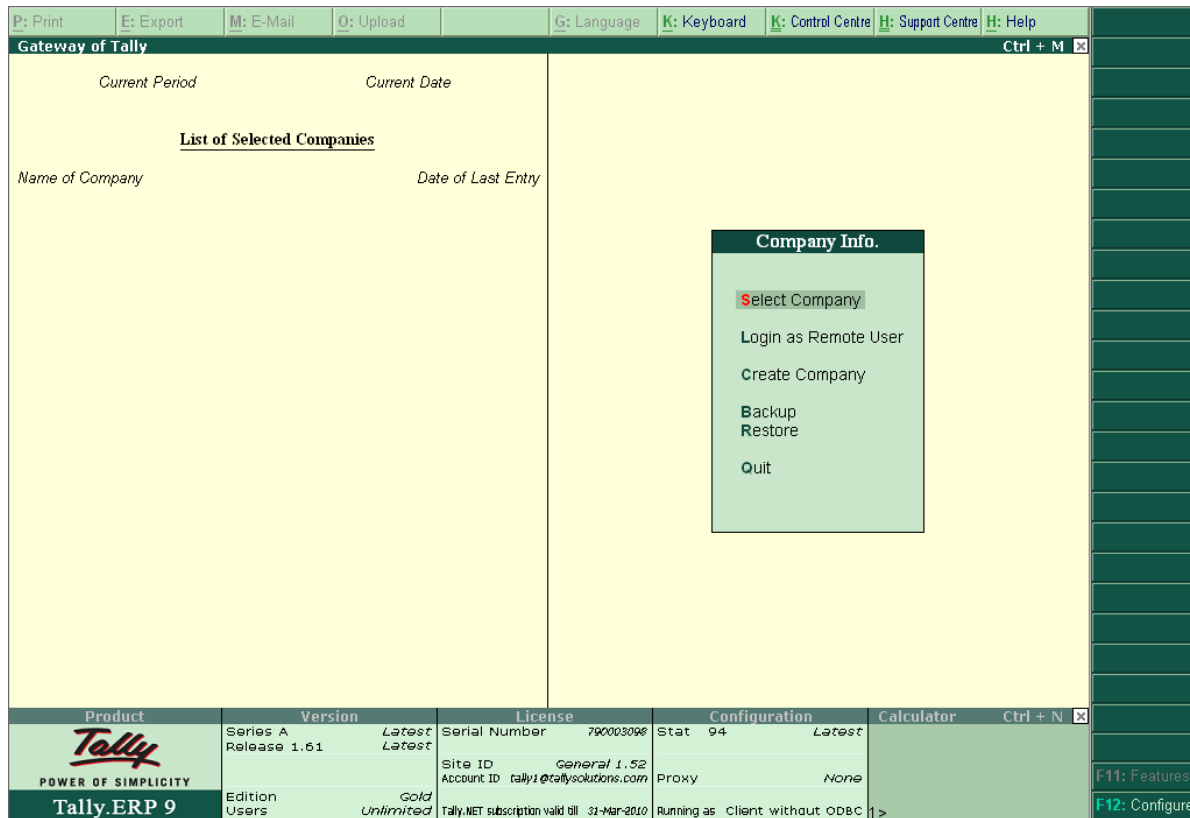


Figure 15.4 Gateway of Tally

## 15.3 Logging to Control Centre

To start Control Centre follow the steps shown:

Go to **Company Info** menu or **Gateway of Tally**

- Press **K**: Control Centre or press **Ctrl + K**



Figure 15.5 Start Control centre

- The **Login As Remote Tally.NET User** screen appears
  - Enter the **User ID** in Your **E-Mail ID** field.
  - Enter the password emailed in **Your Tally.NET Password** field.

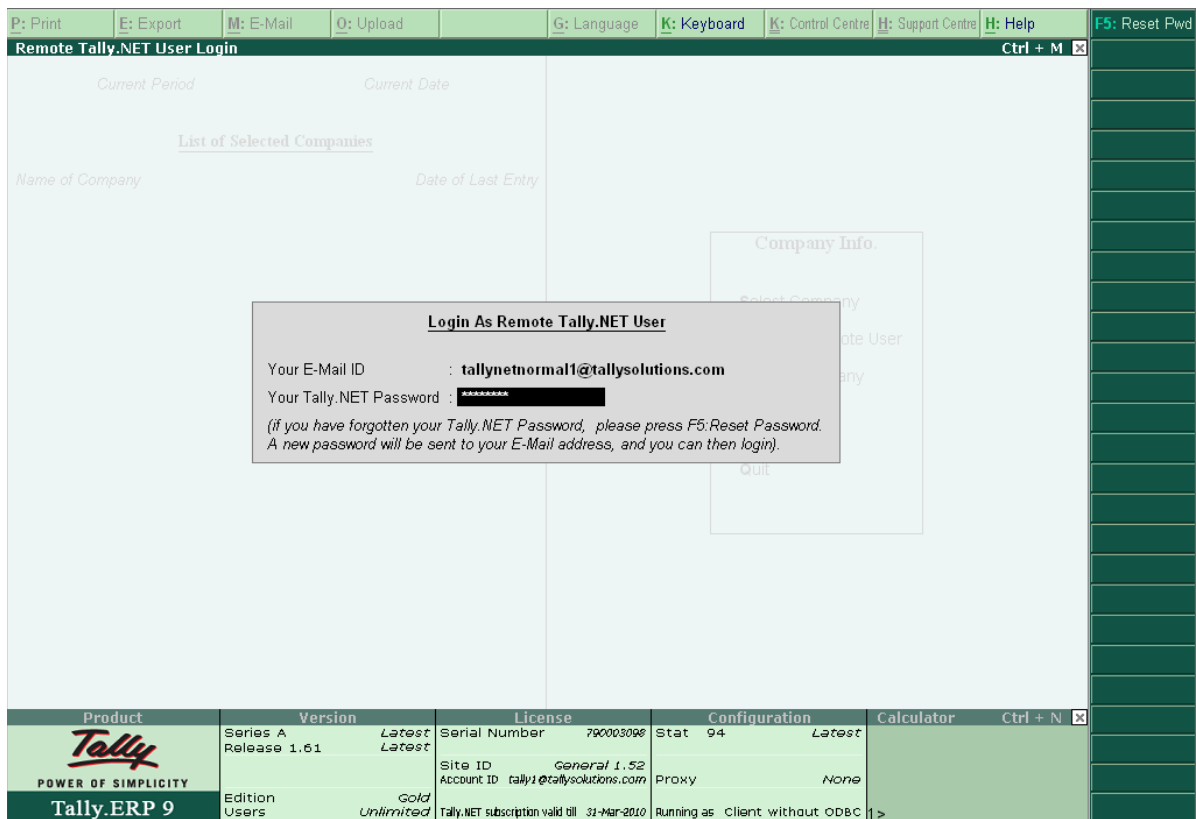


Figure 15.6 Start Control Centre

Based on the authentication received from **Tally.NET** you can access the **Control Centre**.



- Depending on the requirement, you can enter the **Account/Site Administrator's Id** to administer an **Account** and **Site** respectively. You can also provide the other **User Id** to access the support centre and access other areas of the control centre based on the permissions assigned.
- Incase, you have Forgotten the **Password**, provide the **Account/Site/ User ID** in Your **E-Mail ID** and press **F5**. The new password will be emailed to the respective **E-Mail ID**.

## 15.4 Managing Accounts using Control Centre

After logging in, the **Control Centre** screen will appear as shown :

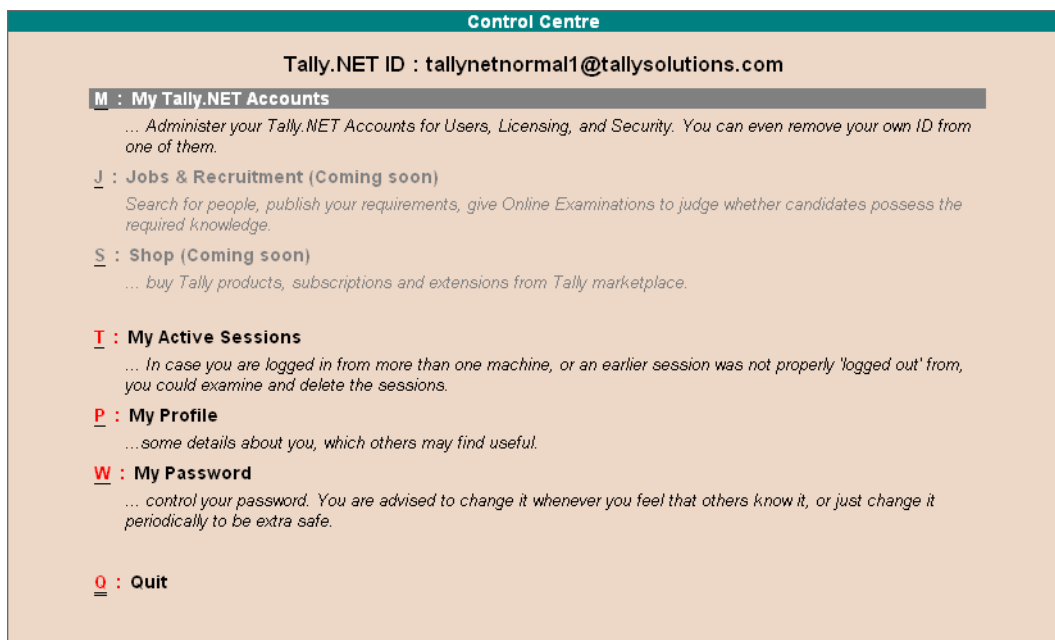


Figure 15.7 Control centre

The **Control Centre** screen displays the options available which are briefly described below

- **My Tally.NET Account** use this option to configure, activate / deactivate sites, create users and assign security levels and manage your Account details. The My Tally.NET Account has the following sub-options:
  - **Licensing & Configuration** enables you to configure and surrender a site belonging to an account. The configuration set can be created for each site by the Account / Site administrator. Further, the Account Administrator may allow or restrain the site administrator from making any changes to the configuration set locally.



- **User Management** enables you to administer users belonging to an account by assign security levels with predefined permissions to enable remote access, assign users to a site and maintain the active users as required.
- **Profile Management** enables you to enter the essential information related to the **Account/Site ID**.
- **Change Account Admin** enables you to change the Account Administrator’s ID. To change the account id, the account administrator should provide the existing account id and the new account id.
- **My Active Sessions** displays the number of active session for a logged in user. You can analyse and delete the required session in case you have logged in from more than one machine or improperly logged out or did not logout from the previous session.
- **My Profile** enables you to manage the Tally.NET User’s profile by providing the required details for further communications.
- **My Password** this option enables you to change password at your convenience.

### 15.4.1 My Tally.NET Accounts

- Select **My Tally.NET Accounts** and press **Enter**
- On selecting **My Tally.NET Accounts**, the **My Tally.NET Accounts** screen appears as shown.

My Tally.NET Accounts						
Alfa Associates						
My Tally.NET Accounts						
Tally.NET ID : tallynetnormal1@tallysolutions.com						
S.No.	Account ID	Security Level	Tally.NET User	Site ID	Admin	Status
1	tally1@tallysolutions.com	Standard User	Yes	Primary	No	Active
2	tallyberhampur@rediffmail.com	Owner	Yes		No	Active

Figure 15.8 My Tally.NET Accounts

The **My Tally.NET Accounts** screen displays the **User ID** against **Tally.NET ID** field, the **Account ID**, **Security Level**, permission to access **Tally.NET**, **Site ID** (for Multi Site only), permission to administer the **Account** and the account **status**. It also displays the **Account IDs** associated with your **Account**, based on your requirement you may disassociate your **Account ID**.



- **Site ID** will not appear when you have a **Single Site Account**.
  - To disassociate from another account, select the required **Account ID** and press **Alt+D**.
  - The **Account/Site Administrator ID** cannot be disassociated from associated accounts.
  
- Select the required Site **Account ID** and press **Enter**, the **Control Centre** of an **Account** appears

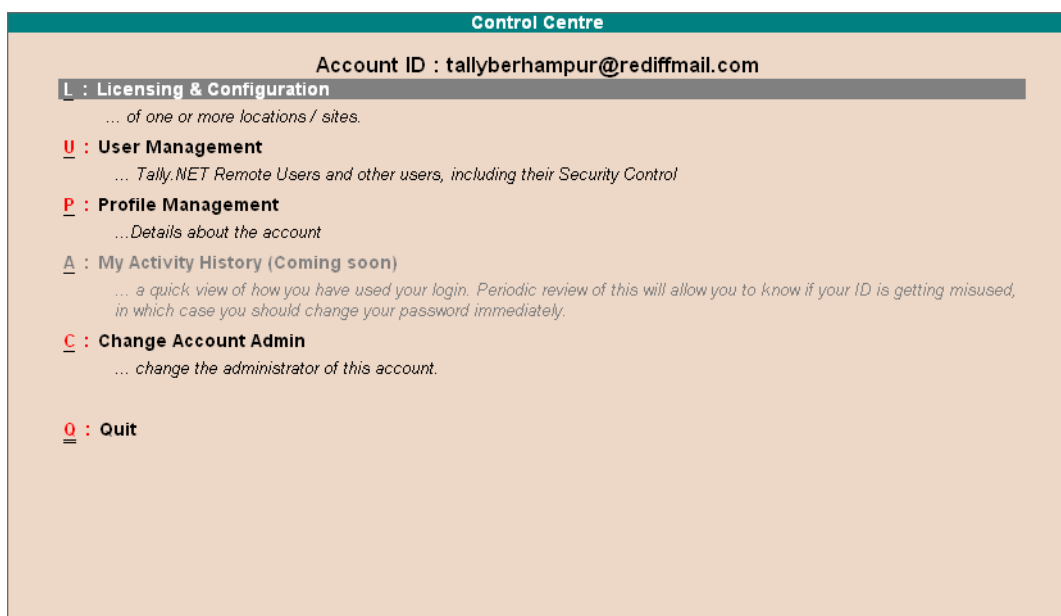


Figure 15.9 Control Centre of an Account

You can use this option to configure, activate / deactivate sites, create users and assign security levels and manage your **Account** details. The options available are briefly explained below :

- **Licensing & Configuration**: Allows you to configure and activate/ deactivate a site
- **User Management**: You can create Remote Users and assign security controls
- **Profile Management**: Maintain details related to your account
- **My Activity History**: Display the list of accounts where your ID is used
- **Change Account Admin**: Allows the Account Administrator to change the Account Administrator's User ID

## Licensing & Configuration

The Account administrator can configure and surrender a site belonging to an account. The configuration set can be created for each site by the Account/Site administrator. Further, the Account administrator can allow or restrain the site administrator from making any changes to the configuration set locally.

The **Licensing & Configuration** screen displaying the information related to each site / license serial number and the date on which the site was created.

S.No.	Serial Number	Date of Creation	Status
1	771063489	06-Jan-2006	Active

Number of Site(s) = 1, Active = 1, Pending for Confirmation = 0, Not Used = 0, Surrendered = 0

Q: Quit    A: Accept

Figure 15.10 Licensing & Configuration

By default, the status is **Active**, based on your requirement you can surrender the license by selecting **Surrender** from the list of Status. The license status are briefly explained for your benefit:

- ❑ **Active**: indicates that the site is in operation
- ❑ **Surrender**: indicates that the site has been surrendered



*The Licensing & Configuration screen displayed above is for **Single Site Account**. The **Site ID** will be displayed for **Multi-Account Site**.*



- The **Licensing & Configuration** screen of **Multi-Site Account** will display the information for the sites associated with the selected account :
- To view the **Site Profile**, press **Enter** on the required **Site ID**
- A brief explanation on each **Status** types for **Multi-Site Account** are given below :
  - **Active** : Is displayed when the site is in use and the account administrator has confirmed the activation of a site within the stipulated period or the site is not surrendered.
  - **Surrendered** : Is displayed when the Tally.ERP 9 license of the respective site is given up.
  - **Pending for Confirmation** : Is displayed after the activation of a site and awaits a confirmation from the account administrator.
  - **Confirm** : The account administrator selects this option to confirm the activation of a site.
  - **Reject** : The account administrator selects this option to reject the activation of a site.

### General Configuration

To create configuration set for a Site, follow the steps given below

In the **Licensing & Configuration** screen

- Click on **F6: Show Config** or press **F6**
- The **General Config** and **TDL Config** fields appear

Licensing & Configuration					
Alfa Associates					
Licensing & Configuration					
Account ID : tallyberhampur@rediffmail.com					
S.No.	Serial Number	Date of Creation	Status	General Config	List of General Configs
1	771063489	06-Jan-2006	Active		Not Applicable

Number of Site(s) = 1, Active = 1, Pending for Confirmation = 0, Not Used = 0, Surrendered = 0

Figure 15.11 Licensing & Configuration

- In the **General Config** field, press **Alt+C** to create configuration
  - The **General Configuration Management** screen appears
  - Enter the required configuration name in **Name of Configuration** field. The configuration parameters are saved with the configuration name provided in the account.
  - Set **Want to set client/server configuration** to **Yes** to create a fresh set of configuration.
  - In **Tally is Acting as** field, select the required behaviour from the list of **Client/Server** list. **Tally.ERP 9** will act as **Server/Client/Both/None** based on the parameter selected.
  - Set **Enable ODBC Server** to **Yes**, when you want to transfer data from any third party application to **Tally.ERP 9** or Vice Versa.
  - Enter the required port number in **Port** field.
  - Set **Can be overridden locally** to **Yes**, when you want the above parameters to changed / modified by the site administrator locally.
  - In **Disallow Request** section, specify the required Server Name/ IP Address/URL in **From** field to deny a request from the Server/IP Address/URL.
  - Similarly, specify the required **Server Name/ IP Address/URL** in **To** field to deny a request to Server/IP Address/URL
  - In **Allow Request** section, specify the required Server Name/ IP Address/URL in **From** field to allow a request from the Server/IP Address/URL.
  - Similarly, specify the required **Server Name/ IP Address/URL** in **To** field to allow a request to Server/IP Address/URL.

General Configuration Management		Alfa Associates	
<b>General Configuration Management</b>			
Account ID : tallyberhampur@rediffmail.com			
Name of Configuration	: ConfigPack1		
<b>Want to set client/server configuration? Yes</b>			
Tally is acting as	: Both		
Enable ODBC server	? Yes		
Port	: 9000		
Can be overridden locally	? Yes		
<b>Disallow Request</b>		<b>Allow Request</b>	
From	To	From	To
192.168.5.120	192.168.5.250	192.168.5.99	192.168.5.172
<small>(This can be used to control Tally's access as a server and client. Tally as a server can receive request from other applications. You can specify the IPs from which Tally as a server can accept these request or reject it using 'Request From'. Similarly Tally can access other servers and you can control the same by specifying it in 'Request To'. Leaving them empty means all requests are allowed. For example you want to allow request from 202.168.100.1 and 202.168.100.2 or you want to specify all IPs of this network like 202.168.100.*)</small>			
			<b>Accept ?</b> Yes or No

Figure 15.12 Licensing & Configuration

- Press **Enter** to save the **General Configuration**
- Select the specified configuration package in the **General Configuration** field.

### To View/Alter General Configuration

In the **Licensing & Configuration** screen

- Click **F7: Gen Config List** or press **F7**

The **Select Item** screen appears



- By default, the **Security Level** for the **User ID, Permission to access Tally.NET** and the **Status** is displayed.
- To create the required user:
  - Select the required **Security Level** from the list of Security Level

*The options which appear in the **Security Level** field are explained below :*



- **Owner:** has the capability to manage **Sites/Users** belonging to an account. The **Owner** is not permitted to change **Account/Site Admin ID, Site Status** and **Account Profile**.
  - **Standard User:** Created with predefined permissions. All users other than the **Owner** are created under this security level.
- 
- Enter the required E-Mail ID in the **Tally.NET ID** field. Using the E-Mail ID provided a Tally.NET ID is created and the Password is emailed.
  - Set **Tally.NET User** field to **Yes** when you want the user to access data from a anywhere using **Tally.NET**.
  - In the **Status** field, select the required status from list of **Status**

*The options which appear in the **Status** field are explained below :*



- **Active:** Set the status to active when you want the user to be in operational mode.
- **Deleted:** Set the status to deleted when you want the user to be removed permanently.
- **In-active:** Set the status to In-active when you want the user to be non-operational mode. You can change the status to Active as required.



User Management				
Alfa Associates				
User Management				
Account ID : tallyberhampur@rediffmail.com				
S.No.	Security Level	Tally.NET ID	Tally.NET User	Status
1	Owner	tirumulainfobam@sify.com	Yes	Active
2	Owner	mihir1a@rediffmail.com	Yes	In-Active
3	Owner	drajeswarraodora1@rediffmail.com	Yes	Active
4	Owner	tallynetnormal1@tallysolutions.com	Yes	Active
5	Owner	tallynetauditor@tallysolutions.com	Yes	Active
6	Standard User	user@tallysolutions.com	Yes	Active
7	Owner	tallyberhampur@rediffmail.com	Yes	Active
8	Owner	sibani.mohapatra@gmail.com	Yes	Deleted

Accept ?  
Yes or No

6 Tally.NET user(s) out of 10

Figure 15.14 User Management

- ❑ **Accept** to save the user created.



- ❑ *Default users such as **Account Administrator** or **Site Administrator** are assigned the security levels of **Owner**. However, based on the requirements, you can change the security level.*
- ❑ *From the above screen, you can change the **Tally.NET ID** for any user other than **Account/Site Administrators**. However, you will not able to change the status to **Delete** or **In-Active** for **Account/Site Administrator**.*
- ❑ *To change the **User ID**, type the new user id in the **Tally.NET ID** field.*

The **User Management** screen also displays the number of **Tally.NET Users** created for an account. To view in **Detailed mode**,

In the **User Management** screen,

- ❑ Click **F1: Detailed** or press **Alt+F1**
- ❑ The **User Management** screen appears displaying the user details as shown

User Management		Alfa Associates		Ctrl + M	
User Management					
Account ID : tallyberhampur@rediffmail.com					
S.No.	Security Level	Tally.NET ID	Tally.NET User	Status	
1	<b>Owner</b> Name : D.Rajeswar Rao Dora Mobile : 9437261304	tirumulainfobam@sify.com	Yes	Active	
2	<b>Owner</b>	mihir1a@rediffmail.com	Yes	In-Active	
3	<b>Owner</b>	drajeswarraodora1@rediffmail.com	Yes	Active	
4	<b>Owner</b> Name : Deepak Maitry Mobile : 9741432201	tallynetnormal1@tallysolutions.com	Yes	Active	
5	<b>Owner</b> Name : Mr Imran Mobile : 9902016139	tallynetauditor@tallysolutions.com	Yes	Active	
6	<b>Standard User</b>	user@tallysolutions.com	Yes	Active	
7	<b>Owner</b> Name : D Rajeswar Rao Dora Mobile : 9437261304	tallyberhampur@rediffmail.com	Yes	Active	
8	<b>Owner</b>	sibani.mohapatra@gmail.com	Yes	Deleted	

Accept ?  
Yes or No

6 Tally.NET user(s) out of 10

Figure 15.15 User Management Detailed



*In case of Multi-Site Account, press **F3**: Sitewise to display the users under each site.*

### To view the Security Level List

In the **User Management** screen

- Click **F8:Sec Level List** or press **F8**
- The **Select Items** screen appears, select the required security level from the **List of Security Levels**

The **Security Levels** screen appears as shown

Select Item		Alfa Associates		Ctrl + M
		Name of Security Level		
		Account	[REDACTED]	.com
S.No.	Security Level	Tally.NET	List of Security Levels	Status
			<b>Standard User</b>	User
1	Owner Name : D.Rajeswar Rao Dora Mobile : 9437261304	tirumula		Yes Active
2	Owner	mihirtag		Yes In-Active
3	Owner	drajeswa		Yes Active
4	Owner Name : Deepak Maitry Mobile : 9741432201	tallynet		Yes Active
5	Owner Name : Mr Imran Mobile : 9902016139	tallynet		Yes Active
6	Standard User	user@ta		Yes Active
7	Owner Name : D Rajeswar Rao Dora Mobile : 9437261304	tallyberf		Yes Active
8	Owner	sibani.m		Yes Deleted

Figure 15.16 Security Levels

- By default, the **Standard User** is authorised to access the **Support Centre** only, based on your requirement select the access controls from the list of **Access Rights** as shown.

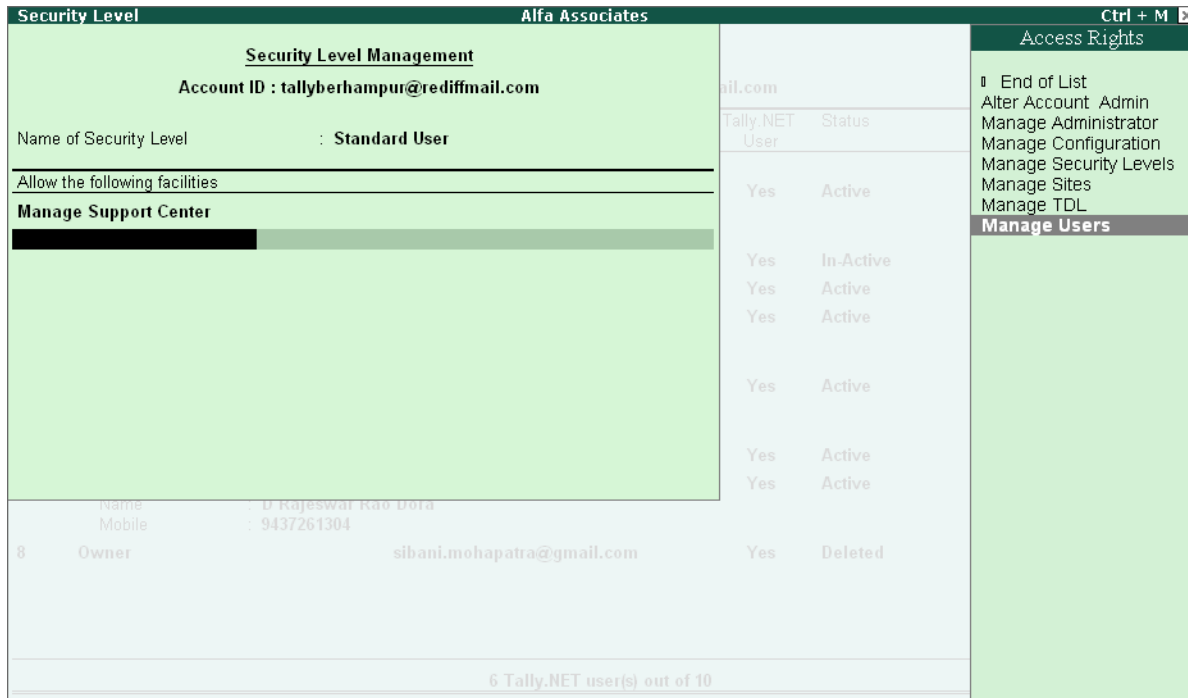


Figure 15.17 Access Rights

- **Accept** to save the access rights assigned to the security level.

### Create Security Levels

An authorised user can create security levels and assign the Access Rights to the user in order to allow the user to perform certain tasks within the account. The security levels created are then assigned to the users belonging to the account.

To create a security level and assign access controls follow the steps shown:

- Press **Alt+C** in the **Security Level** field, the **Security Level Management** screen appears
- Type the required security level name in the **Name of Security Level**
  - In **Allow the Following Facilities**, select the required access rights from the list of **Access Rights** shown

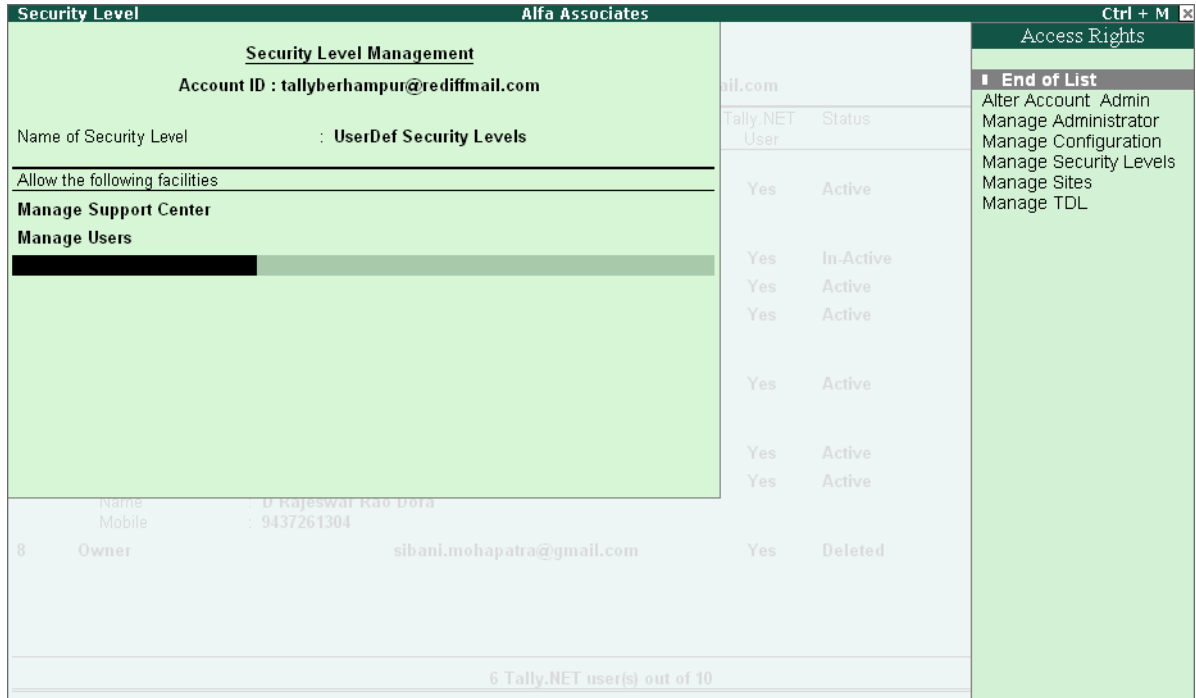


Figure 15.18 Create Security Levels

- ❑ **Accept** to save the security level created.



- ❑ To alter an existing security level, place the cursor in **Security Level** field and press **Ctrl+Enter** or press **F8: Sec Level List**, select the required security level to make necessary changes.
- ❑ The **Owner** security level is assigned all the access rights and cannot be modified.

### Profile Management

The user can enter the essential information related to the Account/Site ID in Profile Management. To enter the details regarding the organisation follow the steps shown:

In the **Control Centre** screen

- ❑ Select **Profile Management** and press **Enter**
- ❑ The **Profile Management** screen appears
  - By default the E-Mail ID of the Account Administrator appears in the **Account ID** field.
  - Select the required account type from the list of **Account Types**
  - Enter the details related to the **Account** as shown.

Profile Management		Alfa Associates		Ctrl + M	
<b>Profile Management</b>					
Account ID: tallyberhampur@rediffmail.com					
Account ID	:	tallyberhampur@rediffmail.com			
Account Type	:	Organization			
Name of the Organization	:	Tirumula Infotech			
Address	:	Bada Christian Street Near MAV School			
Country	:	India			
State	:	Orissa			
City	:	Behrampur			
Postal Code	:	760005			
Landline1	:	0680 (STD/Area Code)	2204512		
Landline2	:	0680 (STD/Area Code)	2203399		
Fax	:	0680 (STD/Area Code)	2207272		
Website	:	www.alfaassociates.com			
<b>Contact Person(s)</b>					
Salutation	Person Name	Job Title	Email	Mobile	
Mr.	D.Rajeswar Rao Dora	M.D	tirumulainfobam@sify.com	9437261304	
<input type="button" value="Q: Quit"/> <input type="button" value="A: Accept"/>					

Figure 15.19 Profile Management

- **Accept** to save the information.

### Change Account Admin

This feature allows you to change the **Account Administrator's ID** for an account.

To change the **Account Administrators ID** follow the steps shown:

In the **Control Centre** screen

- Select **Change Account Admin**
- The **Change Account Admin** screen appears

<b>Change Account Admin</b>	
Account ID : tallyberhampur@rediffmail.com	
Old Account Admin ID	:
New Account Admin ID	:

Figure 15.20 Change Account Admin

- ❑ Enter the required **Account Administrators ID** in the **Old Account Admin ID** field
- ❑ Enter the new **Account Administrators ID** in the **New Account Admin ID** field
- ❑ Accept the create a new **Account Administrators ID**



*The new **Account Administrators ID** can be created only by an existing account administrator.*

### **15.4.2 My Active Sessions**

This option displays the number of active session for a logged in user. You can analyse and delete the required session in case you have logged in from more than one machine or improperly logged out or did not logout from the previous session.

To display the Active Session(s) for an user,

In the **Control Centre** screen,

- ❑ Select **My Active Sessions** or press **Alt+T**

The **My Account Active Sessions** screen appears as shown:

Active Sessions				
Alfa Associates				
My Account Active Sessions				
Tally.NET ID : tallynetnormal1@tallysolutions.com				
S.No.	From	Start Time	Last Activity	Status
1	TALLYDT9 (192.168.1.178)	22-Feb-2010 4:44:39 PM	22-Feb-2010 4:44:39 PM	Active

Figure 15.21 My Active Session

To delete the required session,

- Press **Space** and select the required session
- Press **Alt+D** to delete a Sessio



*You cannot delete an active session.*

### 15.4.3 My Profile

You can manage the Tally.NET User's profile by providing the required details for further communications. To change the user profile the user has to follow the steps shown:

In the **Control Centre** screen

- Select **My Profile** or press **Alt+P**
- The **My Profile** screen appears displaying the **Tally.NET ID**
- In the **Salutation** field select the required salutation from the list of **Salutation**.
- Enter the required name in the **Name** field.



- Enter the required Mobile Number in the **Mobile** field.

Figure 15.22 Change Profile

- **Accept** to save the profile.

### 15.4.4 My Password

This options allows the user to change the password as required.

To change the Password follow the steps shown:

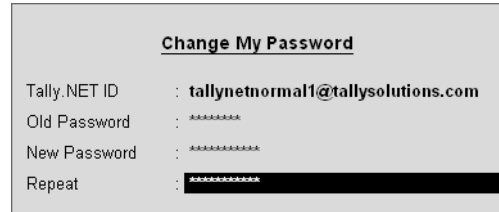
In the **Control Centre** screen

- Select **My Password** or press **Alt+W**,

Figure 15.23 My Password

The **Change My Password** screen appears with the **Username**

- Enter the current password in **Old Password** field.
- Enter the new password in **New Password** field.
- Repeat the new password in **Repeat** field for the purpose of confirmation.



The screenshot shows a window titled "Change My Password". It contains the following text:

Tally.NET ID	:	tallynetnormal1@tallysolutions.com
Old Password	:	*****
New Password	:	*****
Repeat	:	*****

Figure 15.24 Change Password

- **Accept** to change the password.

### Points to Remember

- Control Centre allows us to manage and centrally configure Tally.ERP 9.