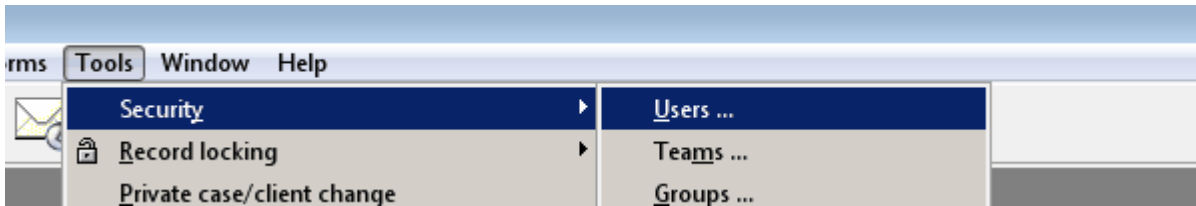




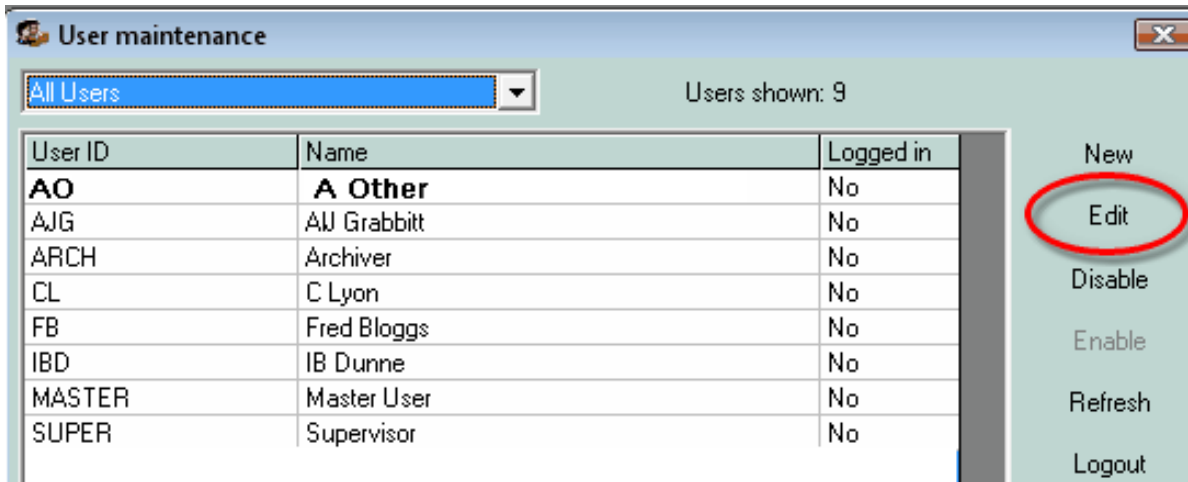
1 How to Reset User Passwords

Please note: This process can only be done by a user with Administrative permissions.

1. Log into **Solicitor Case Manager**, click **Tools, Security, Users...**

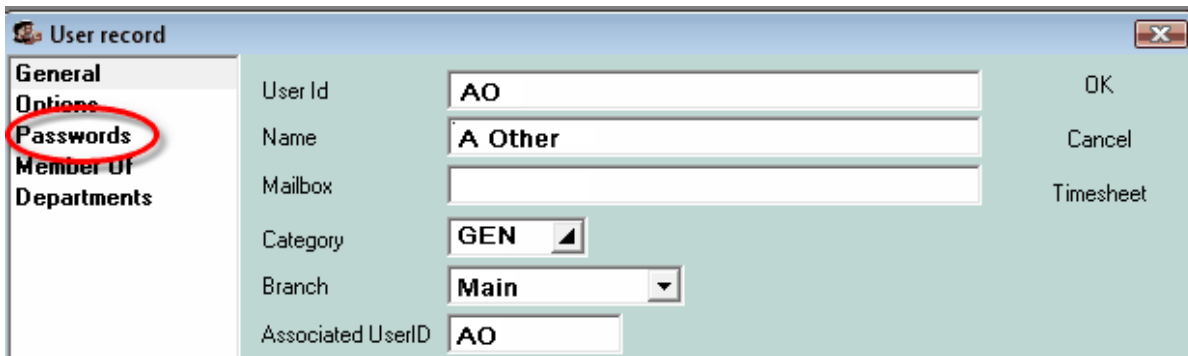


2. Within the **User maintenance** screen select the appropriate User.

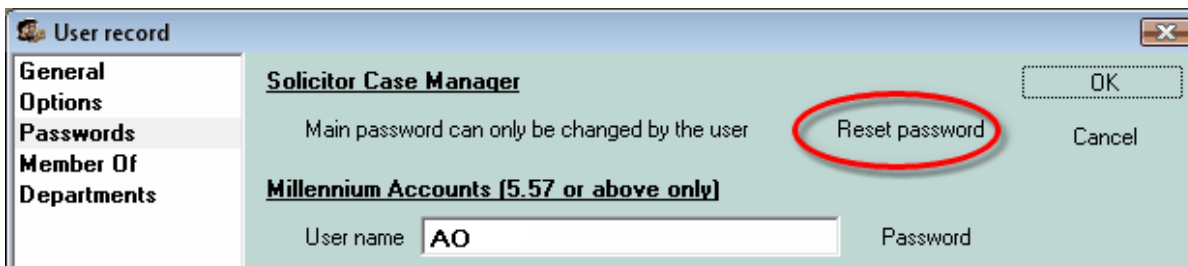


3. Click the **Edit** button.

4. Within the **User record** screen, click the **Passwords** option.

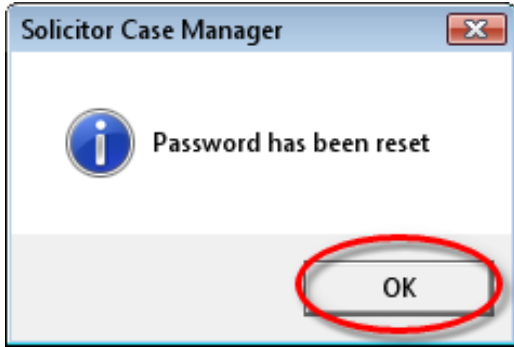


5. Click the **Reset password** button.

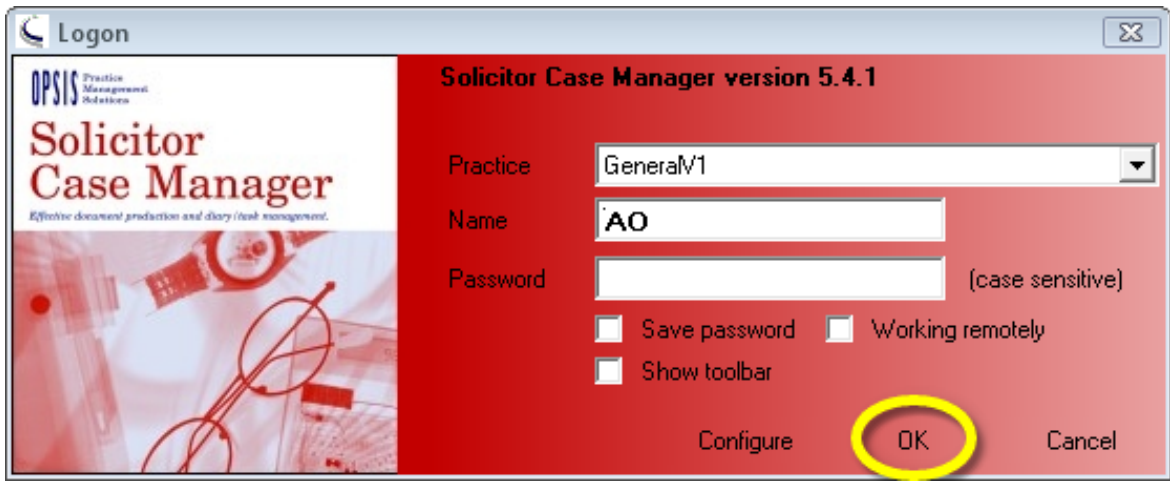




6. The next screen will confirm that the Password has been reset, click the **OK** button.



Note: The User will only need to enter their **Name**, then click the **OK** button.



7. They will then be asked to enter a **New password** and **Confirm new password**.



8. Once a **New password** is entered click the **OK** button.



Further assistance can be obtained through the OPSIS Support Desk between 8.30am and 6.00pm on 0844 8155752 or support@opsisltd.com