Stoplock

Right-click this icon (located on the right of the Task Bar) and select the appropriate menu option to Logon, Change Password, invoke SoftHold or Logoff.

Logon

User ID - Type your user name and press ENTER.
Password - Type your password and press ENTER.
Your User ID and Password are not case sensitive.

Changing Passwords

Type your existing password in the **OLD PASSWORD** box and then select the OK button. In the **PASSWORD CHANGE** box type your new password twice then choose OK. If your password had expired, the **OLD PASSWORD** box is not displayed and the **Cancel** button is grayed-out as you can't avoid giving a new password.

Ending a Session

When you have finished working you have three choices:
- You can shut down all the programs and switch off.
- You can use Logon, inviting a new user to logon.
- You can use **Logoff** - The message **Return the system to auto guest mode?** asks you to confirm logoff - choose OK. Anyone can now use the PC subject to restrictions.

SoftHold

SoftHold is a secure screen blanker. SoftHold mode may be entered automatically if no keyboard/mouse activity has occurred for a certain length of time.

When SoftHold is invoked the screen will display either a bitmap image or your screen saver - the SoftHold dialog box will be displayed in the center of the screen on pressing any key or moving the mouse. The dialog box will disappear after 30 seconds or by choosing **Cancel**/pressing the **Esc** key.

To Terminate - Move the mouse or press any key to restore the SoftHold dialog box. Type your password into the box and choose OK or press ENTER.

Remote Password Change

A forgotten password may be changed remotely over the telephone with the aid of an administrator. Follow these steps:

1. Logon with the Field Manager User ID and Password (this information will be supplied by your administrator).
2. Enter your own User ID in the dialog box provided.
3. A **Challenge code** is displayed. Give this code to your administrator.
4. Your administrator will give you a **Response code** - type this in the Response field provided. (If the Response code is not accepted for some reason, the User ID field will be displayed again).
5. A password change box will then appear for you to temporarily reset your password.
6. You may now logon with your User ID and this temporary password. On logging on you will be asked to change this password to a permanent one.