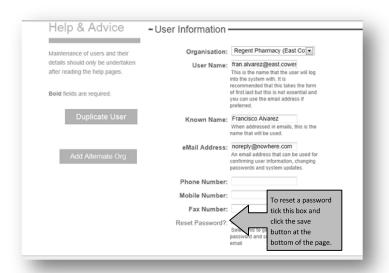
## PharmOutcomes®

## Administration

## Resetting Passwords



From time to time users at your site will lose or forget their password information. Passwords can be easily reset by the administrator at any site without the need to contact a commissioner or the help desk. To do this click on the admin tab and select manage users as before. Find the user in your user list and click on the edit icon next to the user details. This opens the information page relevant to the user. You will notice about half way down the page a "Rest Password" box.



Tick this box and scroll to the bottom of the page. Clicking on the save button will send new password information to the user. The password and login information will be sent to the e mail the user provided when they were initially set up.