

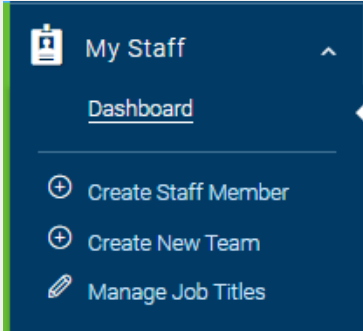
How to use QCS Care Management System

Staff

How can I reset a password for a member of staff

To reset a password for a user on the system take the following steps.

1. Click on the **My Staff** section on the left-hand navigation panel and select **Dashboard**



2. Locate the user that requires the password reset and click on the three blue dots on the right hand side of the screen

<input type="checkbox"/>		Calle Din	Head Carer	Power User	<ul style="list-style-type: none"> Customer Care Admin Nurses Day Staff Night Staff Sales 	22/03/2018	14/01/2050	<ul style="list-style-type: none"> View Staff Member Edit Staff Member Archive Manage Access
<input type="checkbox"/>		Ed DC	Head of Care Quality and Compliance	Power User	<ul style="list-style-type: none"> Nurses Day Staff Night Staff Sales 	18/01/2018	09/12/2020	

3. Select **Edit Staff Member** from the menu options

4. Scroll down the user record until you see the **Reset Password** button on the left hand side.

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User Name Change

Email Address


Job Title

Add Job Title


Mobile Number

Expiry Date

Role







Standard User
This user can only access policies and procedures and service user records



Power User
This user has full access and can manage other users and update the organisation profile

Select Team

Enter Keyword

Team	Members
<input type="checkbox"/>  Nurses	0
<input checked="" type="checkbox"/>  Sales	2
<input checked="" type="checkbox"/>  Night Staff	2
<input type="checkbox"/>  Customer Care	0

Reset Password

Cancel

Save

5. Once clicked a pop up message will appear asking you to confirm that you want to send a reset password email to the user. Click on **Yes** to proceed.

6. A success message will now display to confirm that the password reset email has been sent to the email address associated with the user.