Case Passwords

Summation Express/Pro	Summation iBlaze

• **User Passwords**
All users are required to enter proper authentication credentials (username, password) in order to open the console. Case specific passwords are no longer needed.
• **Changing Your Passwords**
 	
Note: This function is hidden if you are using Integrated Windows Authentication. Change your password using Windows methods. Any logged-in user can change their password.
    1. **Log in using your username and current password.**
    2. **In the upper right corner of the console, click Change Password.**
    3. **In the *Change Password* dialog, enter the current password and then enter and confirm the new password in the respective fields. The following are password requirements:**
    A) **The password must be between 7 - 20 characters.**
    B) **At least one Alpha character.**
    C) **At least one non-alphanumeric character.**
    4. **Click OK.**
• **Resetting a User's Password**
If a user has forgotten their password, administrators and users assigned the Manage Users permission can reset password for users.
 	
Note: This function is hidden if you are using Integrated Windows Authentication. Reset a password using Windows methods. You cannot reset the password of the Service Account.
 	
When you reset a user's password, a new password is automatically created. You can then give the new password to the user. After they log in with the new password, they can change the password themselves.
You cannot reset your own password. To change your own login password, you do not use the *User* page, but the *Change Password* dialog instead.
	• Setting and Clearing Case Passwords
	There may be occasions when the administrator must override a password assigned to a case by a user. For example, an override may be necessary if a user secures a case with a password and then leaves the firm without informing someone of the password, or if a user forgets the password assigned to a case.
	    1. Open the **Core Database** with the focus on the **Case Explorer**.
	    2. From the **File** menu, select **Administrator Console**.
	    3. Type the password.
	    4. Select the **Groups** tab.
	    5. Expand the **Standard Case Security Settings** tree in the **Cases** window, browsing to the case whose password you wish to modify.
	    6. If you do not see the case in the tree, then you may need to add the appropriate Case Information path(s), described in *Setting a Case Path*.
	    7. Select the case whose password you are modifying.
	    8. Click **Case Options**.
	    9. Select **Set Password on This Case**.
	    10. Enter the new password and then confirm it in the second text box.
	    11. To clear a password, leave the text boxes empty.
	    12. Click **OK**.

1. Open the *Users* tab.
2. In the user list pane, check a user.

3. Click green padlock . A new password for the user is generated and displayed.
4. Copy the password and email it to the user, informing them that they can change the password after logging in.