



How to Unlock a User Account

USER CONTROL is where you can make changes to the user accounts associated with Trauma One. Here you can Unlock users, adjust their access rights, and reset passwords among other things. You will need SUPERVISOR equivalence to use this feature.

In order to Unlock and/or reset a user account and password, Go to TOOLS/Under Control... Once there:

1. You can find the user that you would like to unlock and click anywhere in that user's row.
2. Click Modify and check the Unlock Account box
3. If you wish to change the password, click on Customization
4. Then follow the Change Password prompts

User Control
User Accounts
You can create a user account, change an account's settings or delete an account.

User Account List

Login Name ↑	User's Full Name	Privilege Group	User's Data Name ▲
ADVANCED	Advanced User	ADVANCED	ADVANCED
DATAENTRY	Data Entry User	DATA ENTRY	DATAENTRY
GUEST	Guest User	GUEST	GUEST
LANCET	Lancet	SUPERVISOR	LANCET
REPORTING	Reporting User	REPORTING	REPORTING
SUPERVISOR	Supervisor	SUPERVISOR	SUPERVISOR
TEST	Test User	ADVANCED	TEST

Legend : Account's password has expired
 : Account is disabled

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Select an account from the list and click one of the buttons below.

Existing accounts _____
 this account's basic settings.
 this account's personal settings.
 this account's password.
 this account.

New accounts _____
 a new account.

All accounts _____
 a list of all user accounts.

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