

Reference Guide

Client Administration Login and Logout

To log in to the One v4 Client modules you need to obtain a v4 licence key from Distribution. Licence keys are added on the v3 One Module Launcher screen via Tools | Licensing. Login Open the Login screen by double-clicking on the CCSEnterprise.exe. 1. Enter your User name; this is the same as your v3 user name. 2. Enter your **Password**; this is the same as your v3 password. 3. Passwords are case sensitive. Click the Login button to display My Home Page. 4. Capita One - Login Click the cross or the Cancel button to cancel the login. Login User name Password Click the Offline button to cancel the Offline Login Cancel login and work offline. 🦣 In case of difficulty please contact Telephone : Email: The contact details are entered in the Web Site Web site SupportContact.ini file by the System Communications Report Software Version Report Administrator. Click the Communications Click the Software Version Report link to check the **Report** link to view the details of the Oracle database and the communications and diagnose servers. connectivity problems. Logout Log out of the v4 Client via Focus | Exit or by clicking the cross at the top of any page. 1. The following warning displays: Capita One Are you sure you wish to exit the Application? Any unsaved changes will be lost! <u>Y</u>es No 2. Click the Yes button to exit One. Click the No button to cancel the logout and return to the page you are working on.

## CAPITA

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