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

1. Open the **Login** screen by double-clicking on the CCSEnterprise.exe.
2. Enter your **User name**; this is the same as your v3 user name.
3. Enter your **Password**; this is the same as your v3 password. Passwords are case sensitive.
4. Click the **Login** button to display **My Home Page**.

Click the cross or the **Cancel** button to cancel the login.

Click the **Offline** button to cancel the login and work offline.

The contact details are entered in the **SupportContact.ini** file by the System Administrator.

Click the **Communications Report** link to check the communications and diagnose connectivity problems.

Click the **Software Version Report** link to view the details of the Oracle database and the servers.

Logout

1. Log out of the v4 Client via **Focus | Exit** or by clicking the cross at the top of any page. The following warning displays:

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