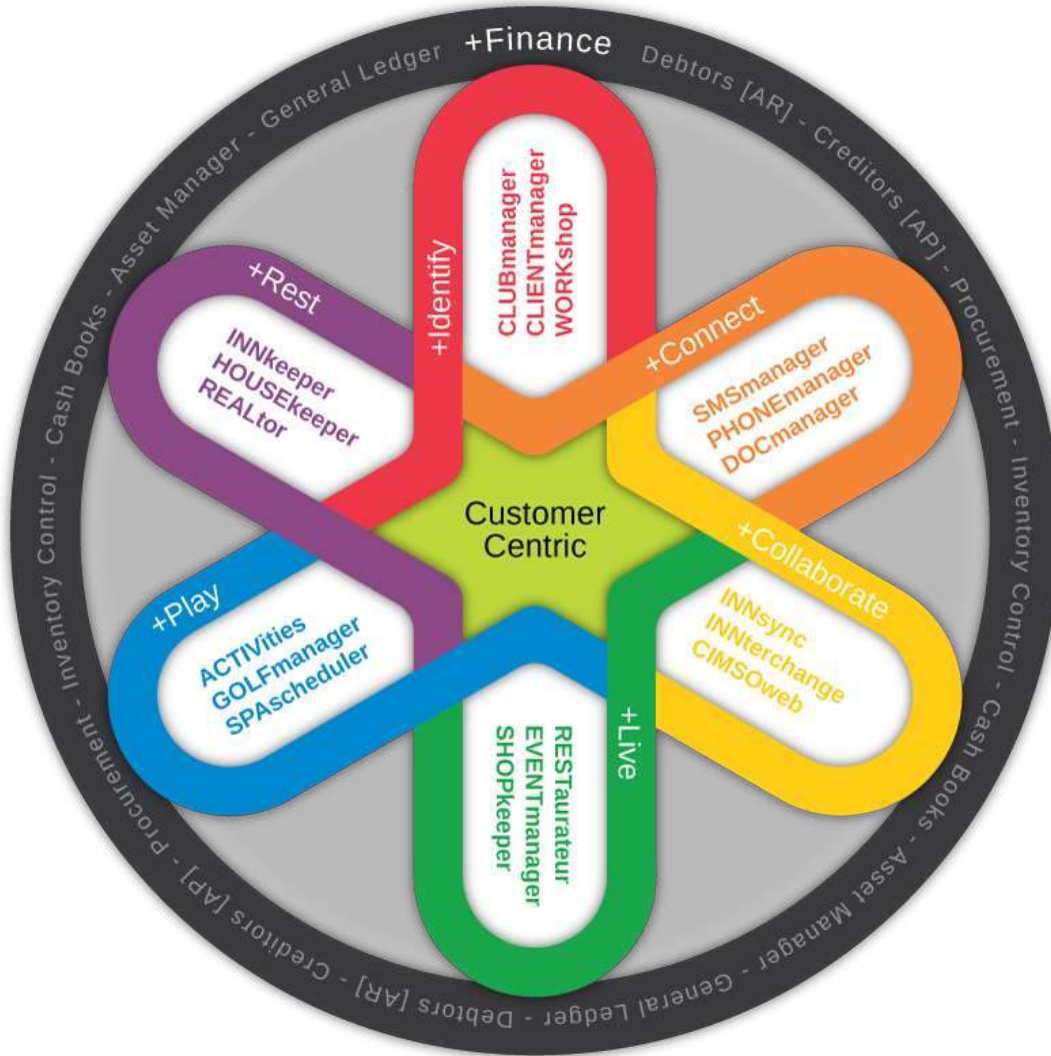


The Staff Member Password Change Process Manual
















What Is A Password?

A Password, protects data; and restricts access to those without the password. Passwords should be kept private and unique to the user.



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

-  Menu
-  Administration
-  Golfer
-  ActivityScheduler
-  SpaSchedular
-  Restaurateur
-  ShopKeeper
-  AssetManager
-  WebRes
-  InnSync
-  Fax Server
-  Phoneman
-  TimeKeeper
-  Configuration
-  EXEUP
-  Close Menu
-  Exit Menu



The screenshot shows the INNkeeper Administration login interface. At the top, there is a header with the INNkeeper logo and the cimso logo, with the text "Customer Centric Integrated Management Software". Below the header, the version number "V4.1.8b14276" is displayed on the left and "e4db41a" on the right. The main area contains several dropdown menus and a password field:

- Language: English (United Kingdom)
- Database: CIMSODemo_V418 on vmserver
- Location: MAIN Imperial Palace Rooms
- Login ID: master
- Password: [Empty text box]

At the bottom of the form, there are three buttons: "Identification" (with a key icon), "Password" (with a key icon), and "Log In" (with a checkmark icon).

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in



Changing Your Password:

- 1 **Change Password** window
- 2 **New Password:** type in your new password
- 3 **Confirm Password:** re-type in your new password
- 4 Select the **Accept** button



The **Information** window will open; confirming that you have successfully changed your Password. Select the **OK** button to proceed

Thank you!