How do I reset a users password?

Any user passwords can be reset by highlighting the user and clicking on the**reset password** button on the ribbon bar.
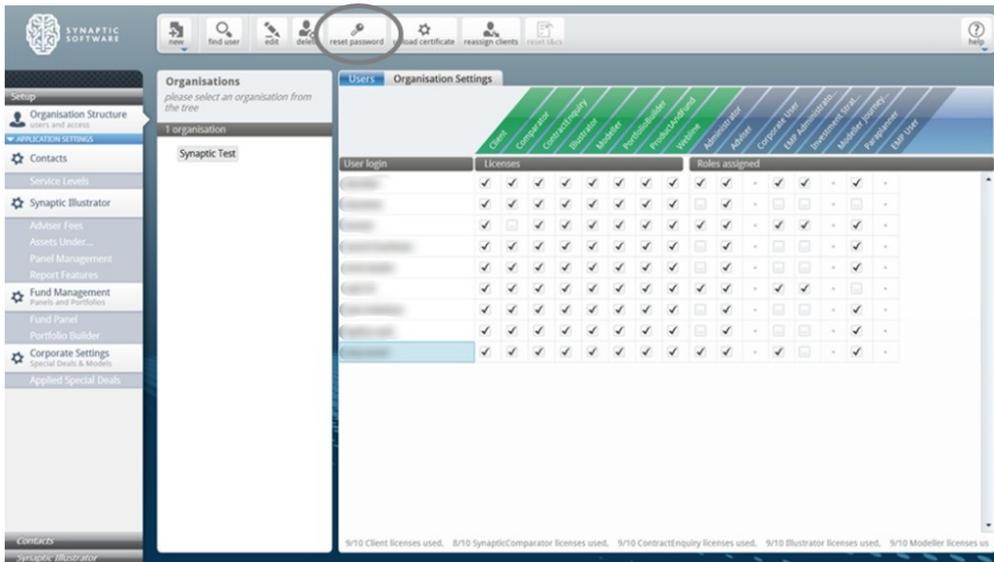
New password can then be entered.

Click **Change Password** to complete the process. This will immediately change the user password and allow them access to the software.