

Learn how the Alacourt Administrator can edit their Users accounts.

Begin by logging into your alacourt account.

Go to the bottom left of the screen and select **"Manage Firm Account"**



Managing Users

From the management screen, you will see that you can Add, Edit, Lock/Unlock, Reset Password and Deactivate/Activate the user.

The screenshot shows the 'Manage Users' interface. At the top left, there is a 'Manage Users' header with an 'Add' button (callout 1). Below this is a 'Users' table with filter fields for 'User ID', 'Name', and 'Email'. The table has columns for 'Administrator', 'User ID', 'User Name', 'Email', and a set of action buttons (callout 2). The action buttons are 'Tracking View All' (callout 3), 'Lock' (callout 4), 'Reset Password' (callout 5), and 'Deactivate'. The table contains three rows of user data.

Administrator	User ID	User Name	Email	Actions				
<input type="checkbox"/>	v			Edit	View	Lock	Reset Password	Deactivate
<input checked="" type="checkbox"/>	th	James Smith	james.smith@outlook.com	Edit	View	Lock	Reset Password	Deactivate
<input type="checkbox"/>	s3fe2	John Smith	John.Smith@gmail.gov	Edit	View	Lock	Reset Password	Deactivate

Adding a User

To add a User, simply provide the required information and select the "Add" Button.

An email will be automatically sent to this new user notifying him/her of his/her login credentials.

The screenshot shows the 'Add Users' form. It has a title bar 'Add Users' and an 'Add' button. The form contains several input fields: 'Email:' (required), 'First Name:' (required), 'Middle Name:' (required), 'Last Name:' (required), and 'User ID:' (required). There is a checkbox for 'Administrator'. A note at the bottom states: 'Note: An email will be automatically sent to this new user notifying him/her of his/her login credentials.' A red arrow points to the 'Add' button.

Editing a User

Select the User that you need to edit and Update the information and select the "Update" Button.

 **Manage Users**

Add Users

Email: (required)

First Name: (required)

Middle Name:

Last Name: (required)

Administrator

User ID: (required)

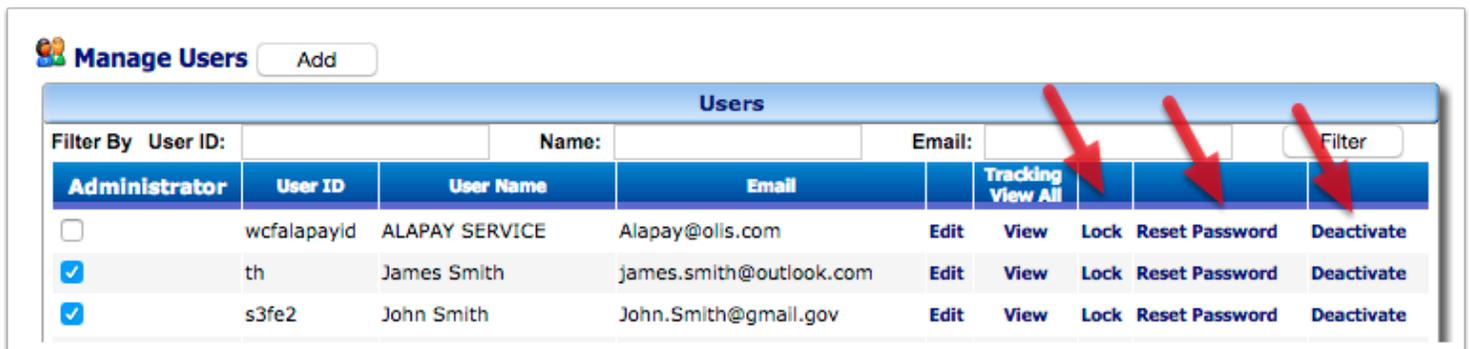
Note: An email will be automatically sent to this new user notifying him/her of his/her login credentials.

Lock, Reset Password, Deactivate

If a User unsuccessfully attempts to login 3 times, their account is locked to protect your company's account. If the User is locked out and knows the correct password, you can simply unlock the account and they can login.

If they do not remember their password, you can select "Reset Password" and the system will automatically generate a temporary password and email it to the user.

If a user leaves your company or you need to deactivate their account for any reason, select "Deactivate" and the user no longer has access to the system.



Manage Users

Users

Filter By

Administrator	User ID	User Name	Email		Tracking View All	Lock	Reset Password	Deactivate
<input type="checkbox"/>	wcfalapayid	ALAPAY SERVICE	Alapay@olls.com	Edit	View	Lock	Reset Password	Deactivate
<input checked="" type="checkbox"/>	th	James Smith	james.smith@outlook.com	Edit	View	Lock	Reset Password	Deactivate
<input checked="" type="checkbox"/>	s3fe2	John Smith	John.Smith@gmail.gov	Edit	View	Lock	Reset Password	Deactivate