

Quick Tasks

Contents

Quick Tasks.....3

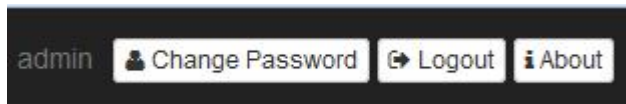
 Change Your Password..... 3

 Get System Version Information.....4

 Log Off..... 4

Quick Tasks

At the top right corner of the screen, a few tasks are always available as quick task buttons. The quick task buttons display just to the right of your username.



You can quickly:

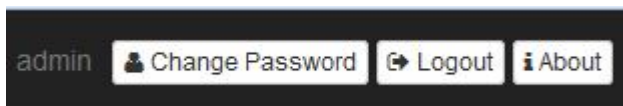
- [Change your password](#)
- [Get system version information](#)
- [Log off](#)

Change Your Password

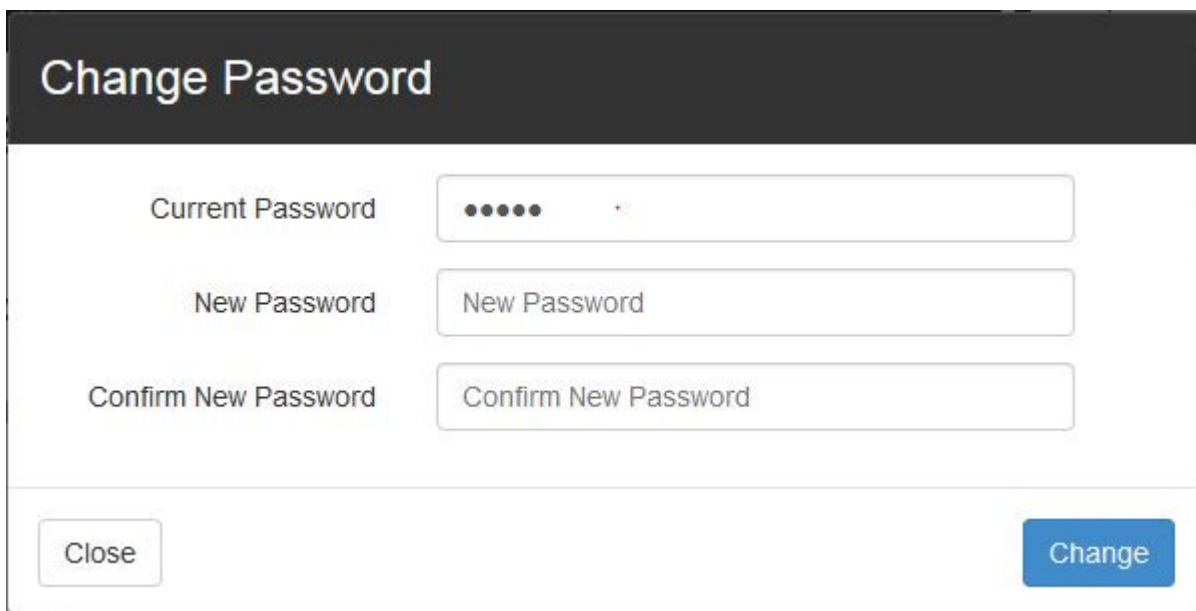
Change your password quickly by using the quick task buttons at the top of any screen.

To change your password:

1. Locate the quick task buttons next to your username at the top right of the screen.



2. Click **Change Password**. The **Change Password** window opens.

A modal window titled 'Change Password' in a dark header. The body is white and contains three input fields. The first is labeled 'Current Password' and has five dots for masking. The second is labeled 'New Password' and the third is labeled 'Confirm New Password'. At the bottom left is a 'Close' button and at the bottom right is a blue 'Change' button.

The current password is represented by dots, but not shown in plain text.

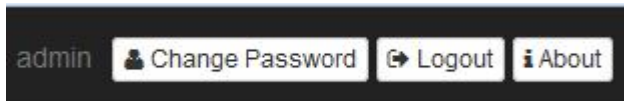
3. Enter the new password in the **New Password** field. Retype your new password in the **Confirm New Password** field.
4. Click the **Change** button to submit the change.

Get System Version Information

Get system version information from any screen by using the quick task buttons at the top of the screen.

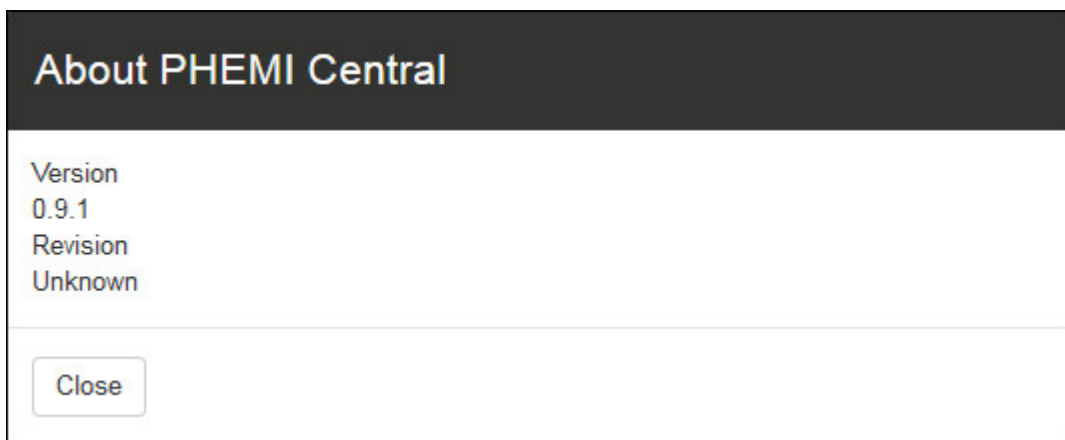
To get system version information:

1. Locate the quick task buttons next to your username at the top right of the screen.



2. Click **About**.

The **About PHEMI Central** screen opens.



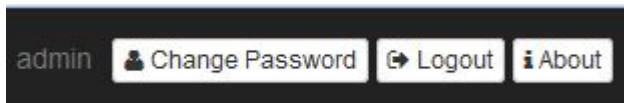
3. Click the **Close** button to dismiss the screen.

Log Off


Log off from any screen by using the quick task buttons at the top of the screen.

To log off Management and Governance Console:

1. Locate the quick task buttons, next to your username at the top right of the screen.



2. Click the **Logout** button. You are logged off Management and Governance Console and the **Login** screen reappears.

 PHEMI Central Login

Username

Username

Password

Password

Login