

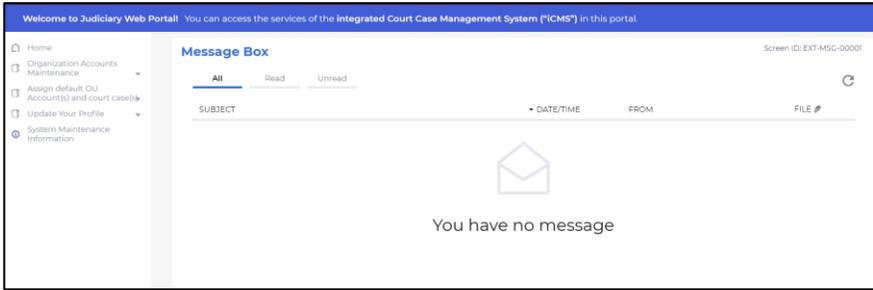
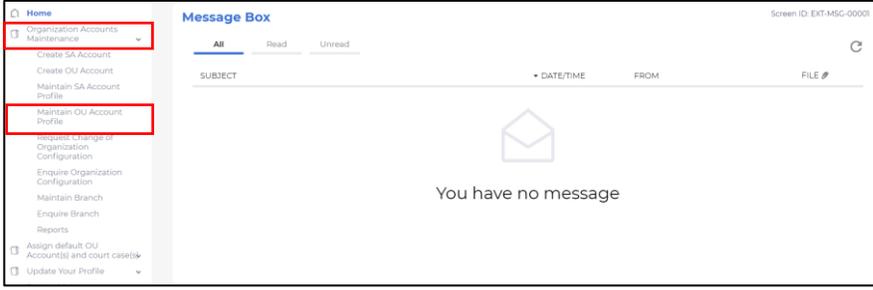
Step-by-step guide – “Maintain OU Account Profile
(including update access, reset password, and suspend an account)”

Maintain Organization User (OU) Account Profile
(including update access, reset password, and suspend an account)

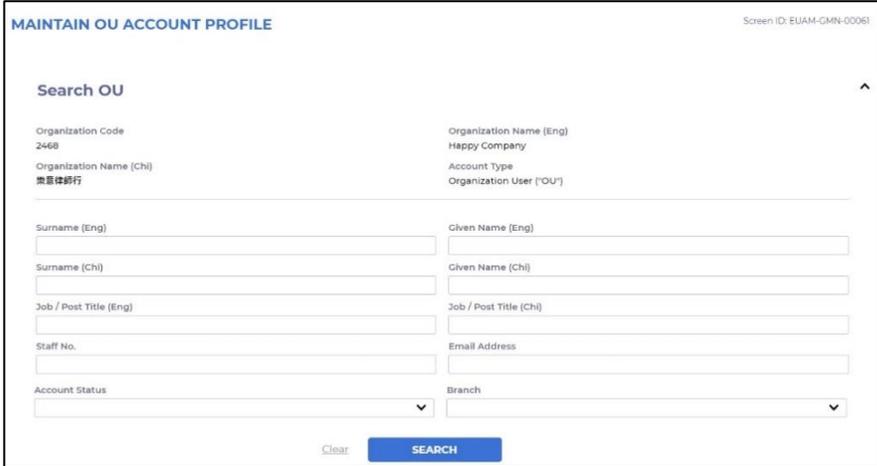
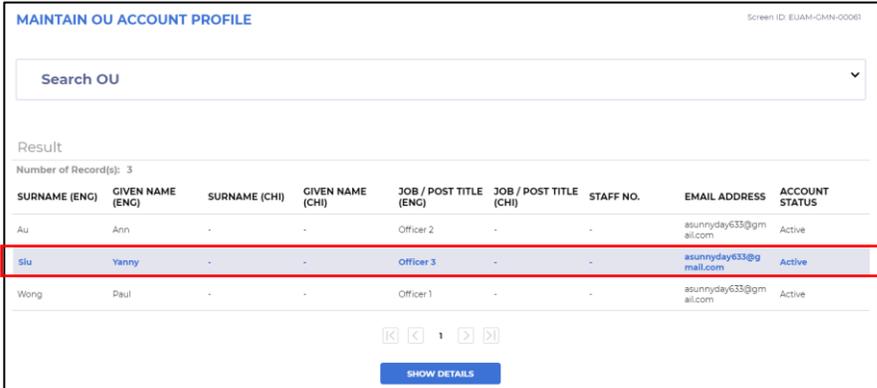
This step-by-step guide outlines the general process required to maintain an OU Account’s profile **by a PA, and by the SA under the same branch**, including

- updating user’s profile,
- resetting password,
- updating access and suspending an account.

It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
Maintain OU Account Profile		
1.	<p><u>Login user account</u></p> <p><i>[Note: Please refer to the step-by-step guide Account Login and Logout for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
2.	<p><u>Organization Accounts Maintenance</u></p> <p>Under Main Menu > Organization Accounts Maintenance ></p> <p>Select “Maintain OU Account Profile” ></p>	

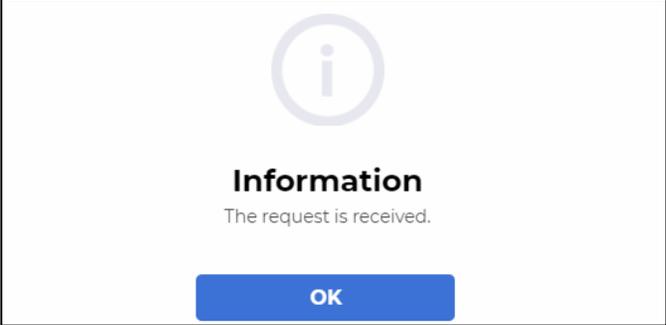
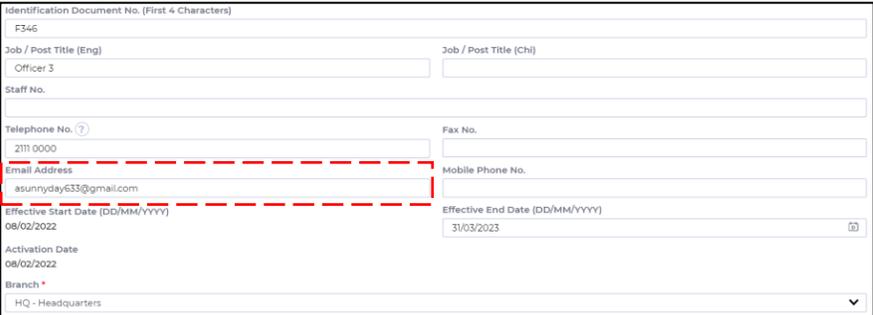
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3.	<p><u>Search for the OU Account whose profile has to be updated</u></p> <p>Input the search criteria, such as the user’s name & etc. or by selecting the account status from the dropdown list ></p> <p><i>[Note: Account status options can be:</i></p> <ul style="list-style-type: none"> • <i>Active – The user is actively registered in the iCMS;</i> • <i>Suspended – The account is suspended and the related user is not able to access the system.]</i> <p>Click “SEARCH” ></p> 	<p>The “Maintain OU Account Profile - Search OU” screen is displayed</p> 																																				
4.	<p><u>Select OU Account whose profile has to be updated</u></p> <p>By referring to the search result, click the concerned OU Account for profile editing ></p> <p><i>[Note: The selected OU record will be displayed in blue when it is enabled.]</i></p> <p>Then click “SHOW DETAILS” ></p>	<p>Result of OU(s) Account record(s) based on search criteria is displayed</p>  <table border="1" data-bbox="634 1255 1511 1388"> <thead> <tr> <th>SURNAME (ENG)</th> <th>GIVEN NAME (ENG)</th> <th>SURNAME (CHI)</th> <th>GIVEN NAME (CHI)</th> <th>JOB / POST TITLE (ENG)</th> <th>JOB / POST TITLE (CHI)</th> <th>STAFF NO.</th> <th>EMAIL ADDRESS</th> <th>ACCOUNT STATUS</th> </tr> </thead> <tbody> <tr> <td>Au</td> <td>Ann</td> <td>-</td> <td>-</td> <td>Officer 2</td> <td>-</td> <td>-</td> <td>asunnyday633@gm ail.com</td> <td>Active</td> </tr> <tr style="background-color: #e0f0ff;"> <td>Silu</td> <td>Yanny</td> <td>-</td> <td>-</td> <td>Officer 3</td> <td>-</td> <td>-</td> <td>asunnyday633@g mail.com</td> <td>Active</td> </tr> <tr> <td>Wong</td> <td>Paul</td> <td>-</td> <td>-</td> <td>Officer 1</td> <td>-</td> <td>-</td> <td>asunnyday633@gm ail.com</td> <td>Active</td> </tr> </tbody> </table>	SURNAME (ENG)	GIVEN NAME (ENG)	SURNAME (CHI)	GIVEN NAME (CHI)	JOB / POST TITLE (ENG)	JOB / POST TITLE (CHI)	STAFF NO.	EMAIL ADDRESS	ACCOUNT STATUS	Au	Ann	-	-	Officer 2	-	-	asunnyday633@gm ail.com	Active	Silu	Yanny	-	-	Officer 3	-	-	asunnyday633@g mail.com	Active	Wong	Paul	-	-	Officer 1	-	-	asunnyday633@gm ail.com	Active
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Maintain OU Account Profile - Update User Profile																																						
5.	<p><u>Update User Profile</u></p> <p><u>Personal Particulars</u></p> <p>PA/SA is able to administer certain particulars of the OU Account(s) he/she created including:</p>	<p>On the search result, the screen “Maintain OU Account Profile” relating to the selected OU Account record is displayed</p>																																				

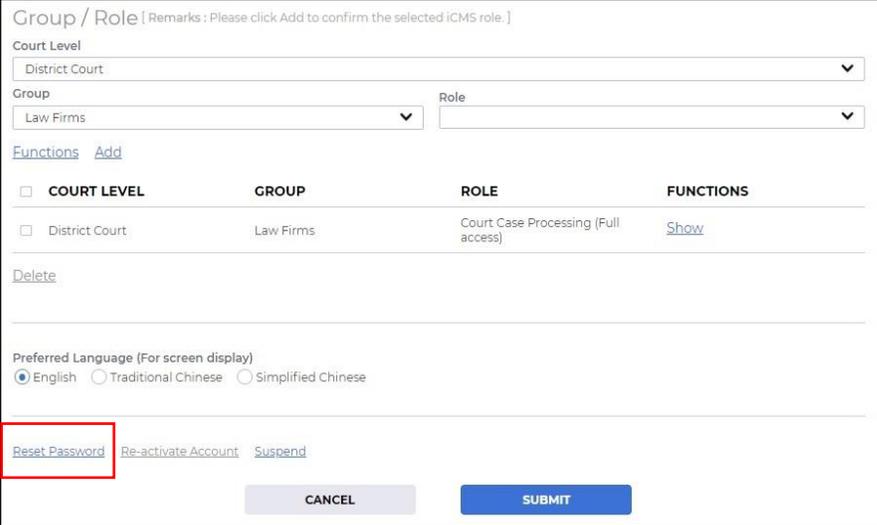
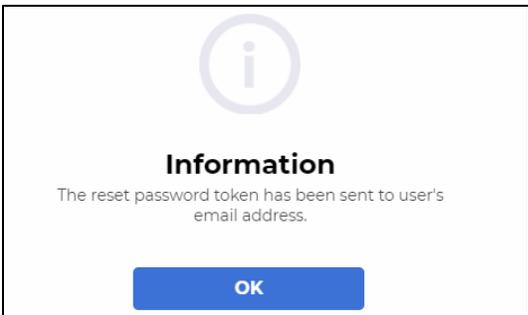
Step-by-step guide – “Maintain OU Account Profile
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Item	Process	Related screenshots for reference										
	<ul style="list-style-type: none"> Update Title Update Surname / Given Name Update Identification Document Type and No. Update Job / Post Title Update Staff No. Update Telephone No. Update Fax No. Update Email Address Update Mobile Phone No. <p><u>iCMS Role</u></p> <p>For the iCMS Role, select Court Level, Group and Role, then</p> <ul style="list-style-type: none"> click “Add” to assign more roles; <p>Or</p> <ul style="list-style-type: none"> under the Court Level / Group / Role / Functions table, tick the checkbox next to the entry pending removal; after the grayed out “Delete” button is enabled, click “Delete” to remove the selected role. 	<p>MAINTAIN OU ACCOUNT PROFILE Screen ID: EUAM-GMN-00062</p> <p>Notice Please fill in the information in English except fields marked as "Chi"(should be filled in Chinese). Fields marked with an asterisk(*) are mandatory.</p> <p>Organization Code 2468</p> <p>Organization Name (Eng) Happy Company</p> <p>Organization Name (Chi) 樂意律師行</p> <p>Login Name yannysiu</p> <p>Account Type</p> <p>Organization User (*OU*)</p> <p>Account Status Active</p> <hr/> <p>Title Miss</p> <p>Surname (Eng) ? Siu</p> <p>Given Name (Eng) ? Yanny</p> <p>Surname (Chi) Given Name (Chi)</p> <p>Identification Document Type Passport</p> <p>Identification Document Type (Others) (Eng) Identification Document Type (Others) (Chi)</p> <hr/> <p>Identification Document No. (First 4 Characters) F346</p> <p>Job / Post Title (Eng) Officer 3</p> <p>Job / Post Title (Chi)</p> <p>Staff No.</p> <p>Telephone No. ? 2111 0000</p> <p>Fax No.</p> <p>Email Address asunnyday633@gmail.com</p> <p>Mobile Phone No.</p> <p>Effective Start Date (DD/MM/YYYY) 08/02/2022</p> <p>Effective End Date (DD/MM/YYYY) 31/03/2023</p> <p>Activation Date 08/02/2022</p> <p>Branch * HQ - Headquarters</p> <hr/> <p>Group / Role [Remarks : Please click Add to confirm the selected iCMS role.]</p> <p>Court Level District Court</p> <p>Group Law Firms</p> <p>Role</p> <p>Functions Add</p> <table border="1"> <thead> <tr> <th>CHECKBOX</th> <th>COURT LEVEL</th> <th>GROUP</th> <th>ROLE</th> <th>FUNCTIONS</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>District Court</td> <td>Law Firms</td> <td>Court Case Processing (Full access)</td> <td>Show</td> </tr> </tbody> </table> <p>Delete</p> <p>Preferred Language (For screen display) <input checked="" type="radio"/> English <input type="radio"/> Traditional Chinese <input type="radio"/> Simplified Chinese</p> <p>Reset Password Re-activate Account Suspend</p> <p>CANCEL SUBMIT</p>	CHECKBOX	COURT LEVEL	GROUP	ROLE	FUNCTIONS	<input type="checkbox"/>	District Court	Law Firms	Court Case Processing (Full access)	Show
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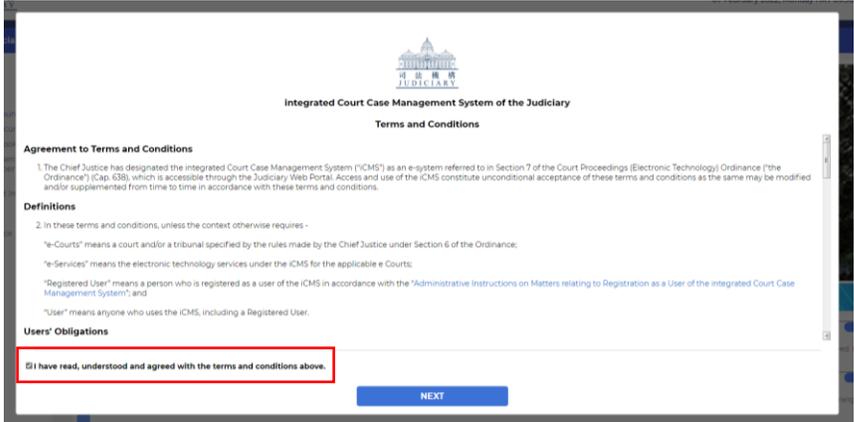
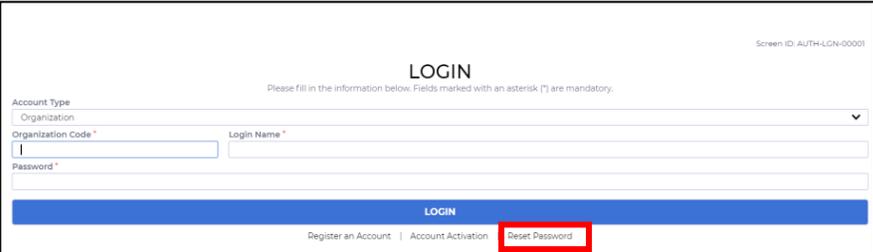
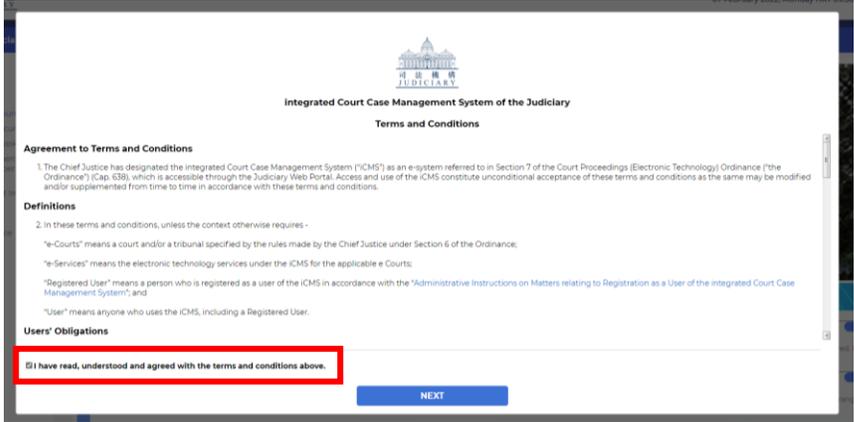
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Item	Process	Related screenshots for reference
	Click “SUBMIT” after it is completed >	
6.	<p><u>Acknowledge that the request of change is received</u></p> <p>Click “OK” ></p>	<p>A pop-up message screen is displayed</p>  <p>The screenshot shows a white rectangular pop-up window with a light blue information icon (a lowercase 'i' inside a circle) at the top center. Below the icon, the word "Information" is written in bold black text, followed by the sentence "The request is received." in a smaller font. At the bottom center of the window is a blue rectangular button with the white text "OK".</p>
<p>Maintain OU Account Profile – Reset Password</p>		
7.	<p><u>Reset password</u></p> <p>(I) Steps for PA/SA</p> <p>PA, or the SA, click “Reset Password” at the bottom of the page ></p> <p><i>[Note: Please see if the related email address of the concerned account for receiving notification from iCMS needs to be updated or not.]</i></p>	<p>On the search result, the screen “Maintain OU Account Profile” relating to the selected OU Account record is displayed</p>  <p>The screenshot shows a web form titled "Maintain OU Account Profile". The form contains several input fields and labels: "Identification Document No. (First 4 Characters)" with value "F346"; "Job / Post Title (Eng)" with value "Officer 3" and "Job / Post Title (Chi)" which is empty; "Staff No." which is empty; "Telephone No. (?)", "Fax No.", and "Mobile Phone No." which are all empty; "Email Address" with value "asunnyday633@gmail.com" (this field is highlighted with a red dashed border); "Effective Start Date (DD/MM/YYYY)" with value "08/02/2022" and "Effective End Date (DD/MM/YYYY)" with value "31/03/2023"; "Activation Date" with value "08/02/2022"; and "Branch" with a dropdown menu showing "HQ - Headquarters".</p>

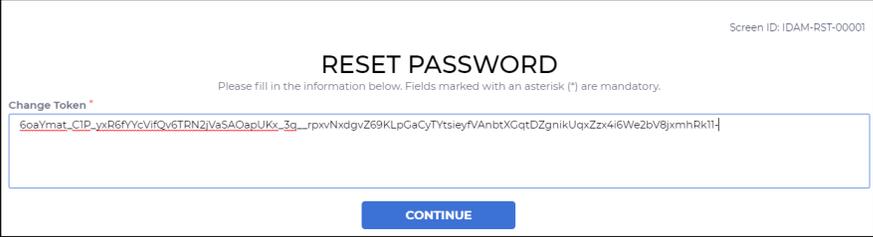
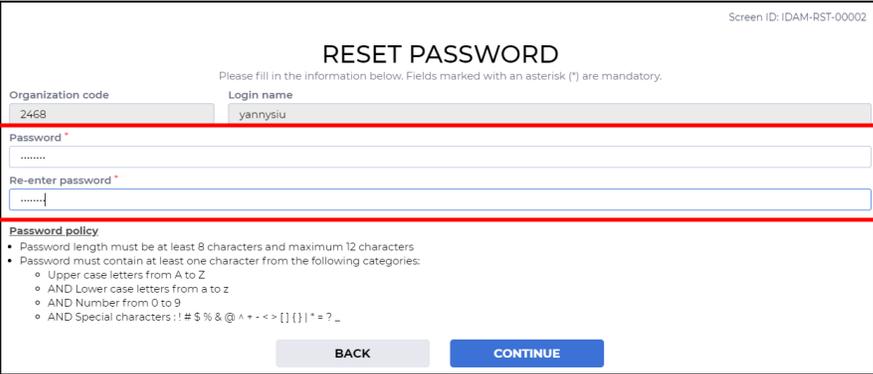
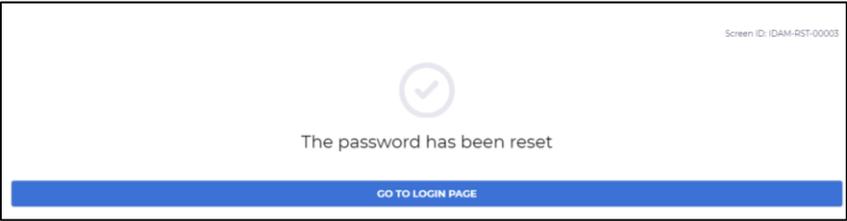
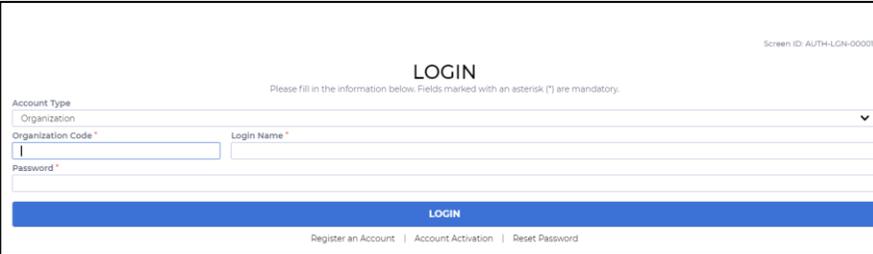
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Item	Process	Related screenshots for reference
		
NOTE	<p><i>PA account holders can reset password of any SA/OU accounts. Meanwhile, SA account holder can reset password of any SA/OU account under the same branch.</i></p>	
8.	<p><u>Acknowledgment</u></p> <p>Click “OK” ></p>	<p>A pop-up message “The reset password token has been sent to user’s email address” screen is displayed</p> 
9.	<p><u>Reset password</u></p> <p>(II) Steps for the concerned OU Account holder</p> <p>Having received the token for resetting password by means of email, the concerned OU Account holder can proceed to reset password</p> <p><u>Go to Judiciary Web Portal</u></p>	<p>Go to Judiciary Web Portal</p>  <p>The “Integrated Court Case Management System of the Judiciary Terms and Conditions” (Terms and Conditions) screen is displayed</p>

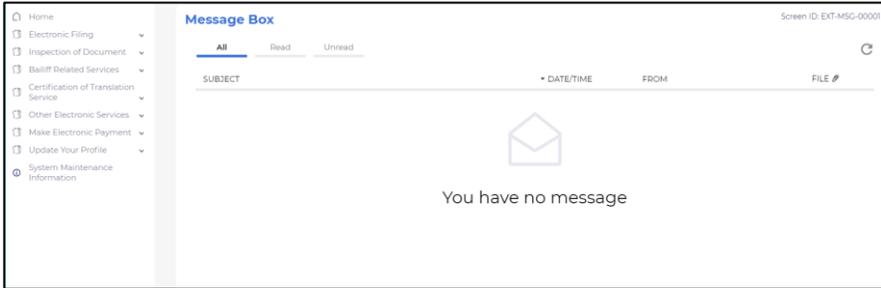
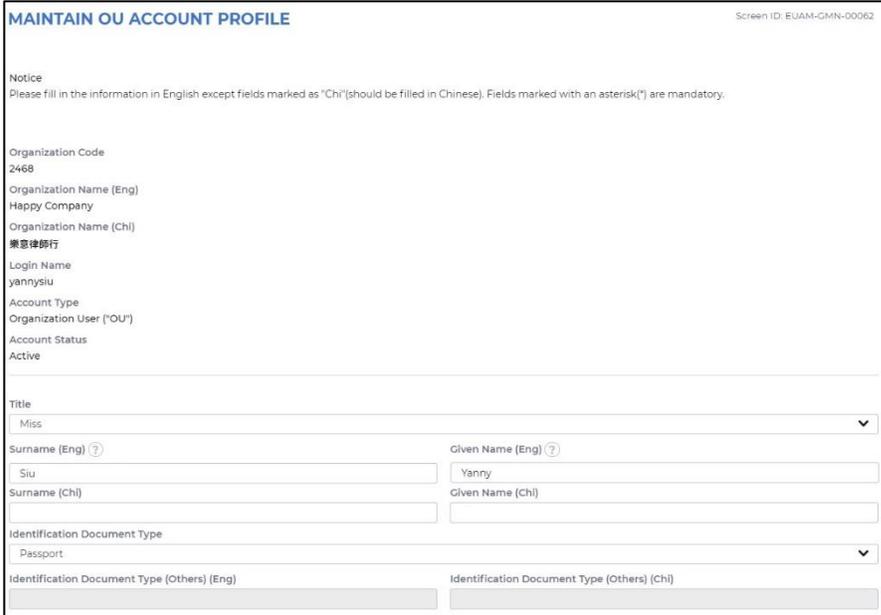
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Item	Process	Related screenshots for reference
	<p>Click “Login” ></p> <p>Having read and understood the Terms and Conditions, tick the checkbox of</p> <p>“I have read, understood and agreed with the terms and conditions above.” ></p> <p>Click “NEXT” ></p>	
<p>10.</p>	<p><u>Go to Reset Password page</u></p> <p>Click “Reset Password” ></p> <p><i>[Note: No need to enter any details at this step.]</i></p> <p>Having read and understood the Terms and Conditions, tick the checkbox of</p> <p>“I have read, understood and agreed with the terms and conditions above.” ></p> <p>Click “NEXT” ></p>	<p>The “LOGIN” screen is displayed</p>  
<p>11.</p>	<p><u>Input Change Token for resetting password</u></p> <p>Copy the string as set out in the email provided ></p>	<p>The “RESET PASSWORD” screen is displayed</p>

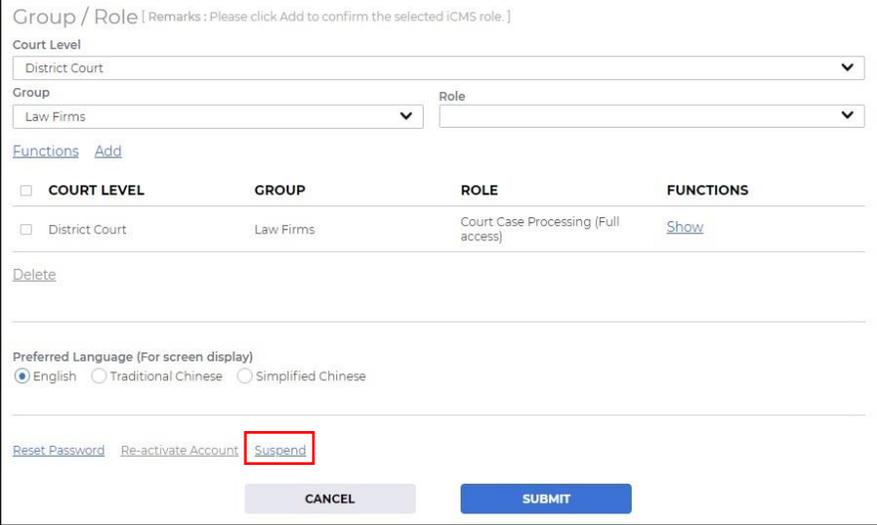
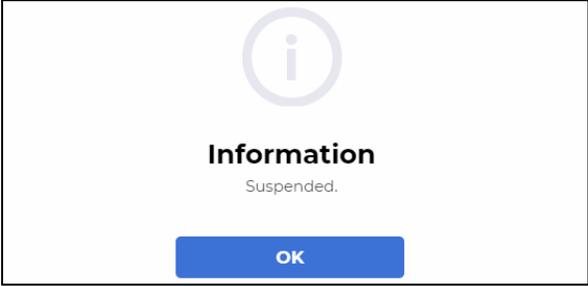
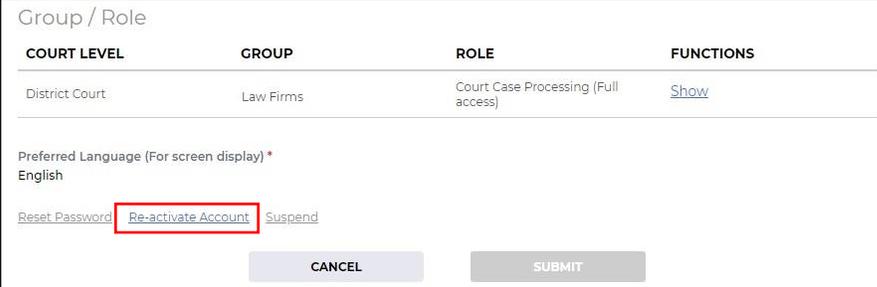
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Item	Process	Related screenshots for reference
	<p>Paste the content to the “Change Token” field ></p> <p>Click “CONTINUE” ></p>	
12.	<p><u>Assign a new password</u></p> <p>Input a new password ></p> <p>Re-enter the password for confirmation ></p> <p>Click “CONTINUE” ></p>	
13.	<p><u>Re-direct to the LOGIN page</u></p> <p>Click “GO TO LOGIN PAGE” and the user will be re-directed to the “LOGIN” page ></p>	<p>A pop-up message screen is displayed</p> 
14.	<p><u>Log in iCMS using new password</u></p> <p>Select Account Type “Organization” ></p> <p>Input Organization Code ></p> <p>Input Login Name as created during OU Account activation and new password created at item 12 ></p> <p>Click “LOGIN” ></p>	<p>The ‘LOGIN’ screen is displayed</p> 

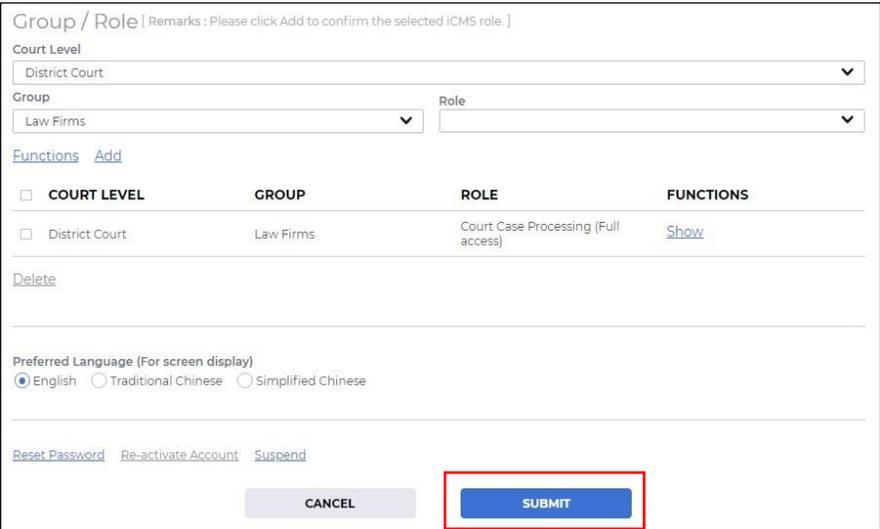
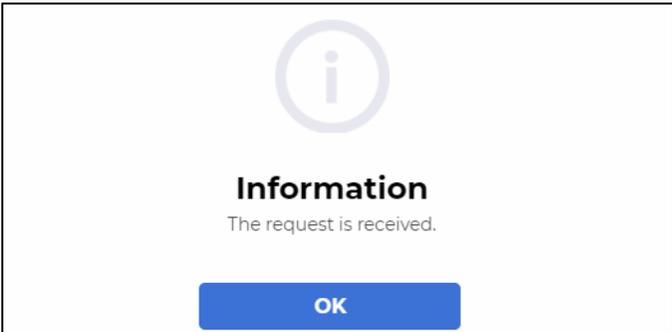
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Item	Process	Related screenshots for reference
15.	<p><u>Start using the electronic services under iCMS</u></p> <p>The landing page of OU Account is shown for the account holder to start using the electronic services</p>	<p>The landing page of the OU Account is displayed</p> 
<p>Maintain OU Account Profile – Update access and suspend an OU Account</p>		
16.	<p><u>Update the access of an OU Account to the system</u></p> <p>There are two options –</p> <p>Option (1): To suspend an active OU Account</p> <p>PA, or the SA, click the link “Suspend” at the bottom of the page ></p> <p>This will suspend the concerned OU Account <u>with immediate effect</u> and the concerned user will not be able to access the system, until his/her account is re-activated.</p> <p>Click “SUBMIT” after it is completed ></p>	<p>On the search result, the screen “Maintain OU Account Profile” relating to the selected OU Account record is displayed</p>  <p><i>[Scroll down]</i></p>

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	<p>Click “OK” to finish the process ></p>	 <p>A pop-up message screen is displayed</p> 
	<p>To re-activate a suspended account</p> <p>Click the link “Re-activate Account” at the bottom of the page of the suspended OU Account record ></p> <p>Input a new Effective End Date to make this account active again ></p>	<p>On the search result, the screen “Maintain OU Account Profile” relating to the selected OU Account record is displayed</p> <p><i>[Scroll down at the bottom of the page]</i></p>  <p>A pop-up screen to input Effective End Date is displayed</p>

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	<p>Click “SUBMIT” after it is completed ></p>	 <p>The screenshot shows a web form titled "Group / Role" with a remark: "Please click Add to confirm the selected iCMS role." It includes dropdown menus for "Court Level" (set to "District Court") and "Group" (set to "Law Firms"). Below these is a table with columns for "COURT LEVEL", "GROUP", "ROLE", and "FUNCTIONS". The "FUNCTIONS" column contains a "Show" link. At the bottom, there are "Reset Password", "Re-activate Account", and "Suspend" links, along with "CANCEL" and "SUBMIT" buttons. The "SUBMIT" button is highlighted with a red rectangular box.</p>
	<p>Click “OK” to finish the process></p>	<p>A pop-up message screen is displayed</p>  <p>The screenshot shows a modal dialog box with a light gray background. At the top center is a large, light gray information icon (a lowercase 'i' inside a circle). Below the icon, the word "Information" is displayed in bold black text, followed by the message "The request is received." in a smaller font. At the bottom center is a blue button with the text "OK" in white.</p>