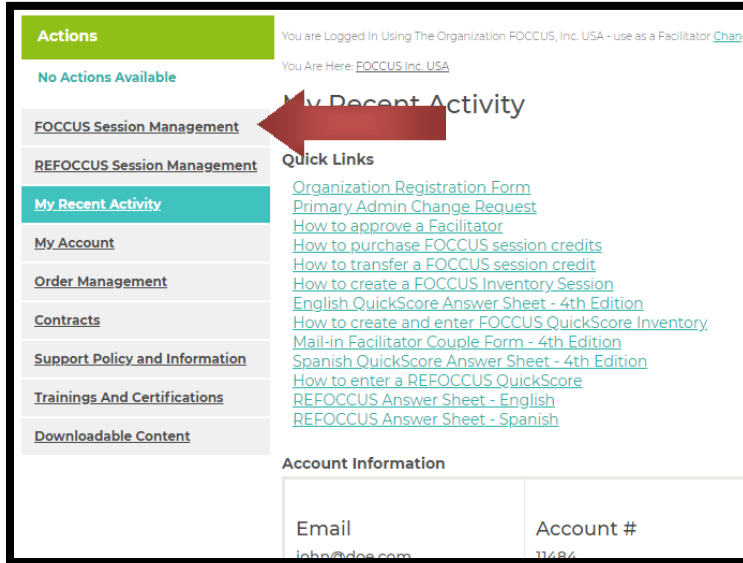



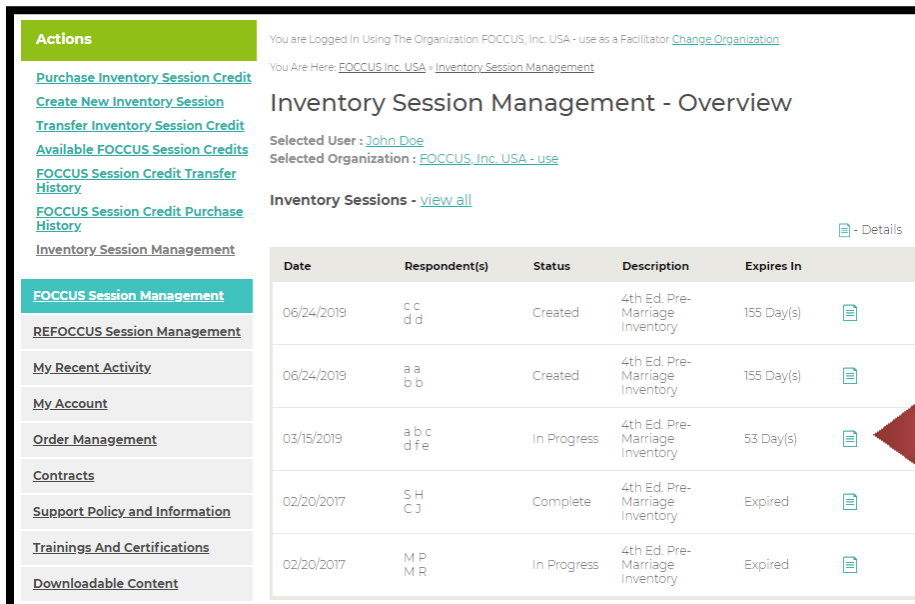
Edit couple email and resend couple login information

1. Click on “FOCCUS Session Management”








The screenshot shows the user interface for a FOCCUS administrator. On the left is a navigation menu with several categories. The 'FOCCUS Session Management' item is highlighted with a red arrow. The main content area shows 'My Recent Activity' and 'Quick Links' with various administrative links. At the bottom, there is an 'Account Information' section with fields for 'Email' and 'Account #'. The user is logged in as a facilitator for FOCCUS, Inc. USA.

2. Locate the couple you are looking for and click on the details icon  of the couple you wish to edit. If they do not show up in the top 5 on the list, click “view all” to see the list of all your inventory sessions.



The screenshot shows the 'Inventory Session Management - Overview' page. It includes a left-hand navigation menu, a top navigation bar with 'Purchase Inventory Session Credit', 'Create New Inventory Session', and 'Transfer Inventory Session Credit' options. Below the navigation is a table of inventory sessions. A red arrow points to the details icon (a document with a checkmark) for the session dated 03/15/2019.

Date	Respondent(s)	Status	Description	Expires In	
06/24/2019	c c d d	Created	4th Ed. Pre-Marrige Inventory	155 Day(s)	
06/24/2019	a a b b	Created	4th Ed. Pre-Marrige Inventory	155 Day(s)	
03/15/2019	a b c d f e	In Progress	4th Ed. Pre-Marrige Inventory	53 Day(s)	
02/20/2017	S H C J	Complete	4th Ed. Pre-Marrige Inventory	Expired	
02/20/2017	M P M R	In Progress	4th Ed. Pre-Marrige Inventory	Expired	

- On the Inventory detail for your couple's inventory you will see their names (or initials) at the bottom. The icons next to your couple's names at the bottom of the page let you edit and resend your couple's log in information.

Inventory Session Method

Method Online Inventory

Inventory Session Details

Inventory Session Selected Marriage Preparation/4th Ed. Pre-Marriage Inventory/Catholic
[Click here to edit Inventory Session](#)

Report Language English
[Click here to edit Inventory Session](#)

Payment Type Facilitator Paid

Inventory Session Status Created

Session ID 4F-239866

Created Date 12/15/2015

Expiration Date 05/21/2017

Created By Paige Minturn

Organization FOCCUS, Inc. USA - use

Current Facilitator John Doe

Respondents

✎ - Edit 🔑 - Reset Password ✉ - Email Login Info 🖨 - Print/View Password 📥 - Enter Data

Respondent	Language	Status	
J O E joel@abc.com	English	Not Started	✎ 🔑 ✉ 🖨
B E A beal@abc.com	English	Not Started	✎ 🔑 ✉ 🖨

- Click on ✎ to edit your couple information. You have the ability to edit the couple initials, email address and language. Once the couple has started their inventory the options to edit their information will go away.

Respondent	Language	Status	
J O E joel@abc.com	English	Not Started	✎ 🔑 ✉ 🖨
B E A beal@abc.com	English	Not Started	✎

5. Edit the email information and then click on “Save Changes”

Inventory Session Management - Edit Respondent Name and Language

Selected User : [John Doe](#)
Selected Organization : [FOCCUS, Inc. USA - use](#)

* Denotes a Required Field

Respondent Details

Method **Online Inventory**

Inventory Session Selected [Marriage Preparation/4th Ed. Pre-Marriage Inventory/Catholic](#)
[Click here to edit Inventory](#)

* First Name or First Initial

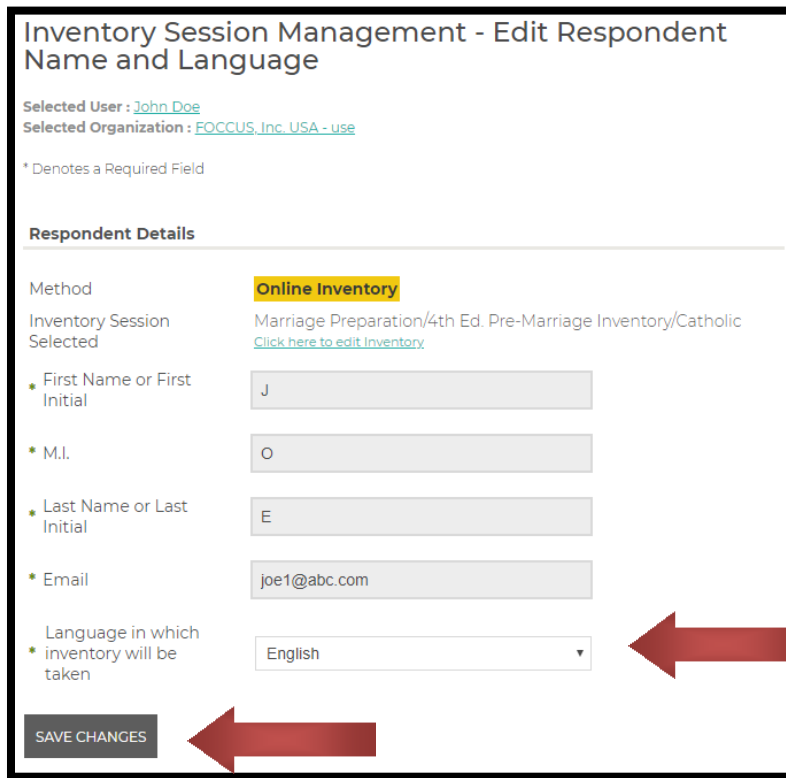
* M.I.



* Last Name or Last Initial









* Email

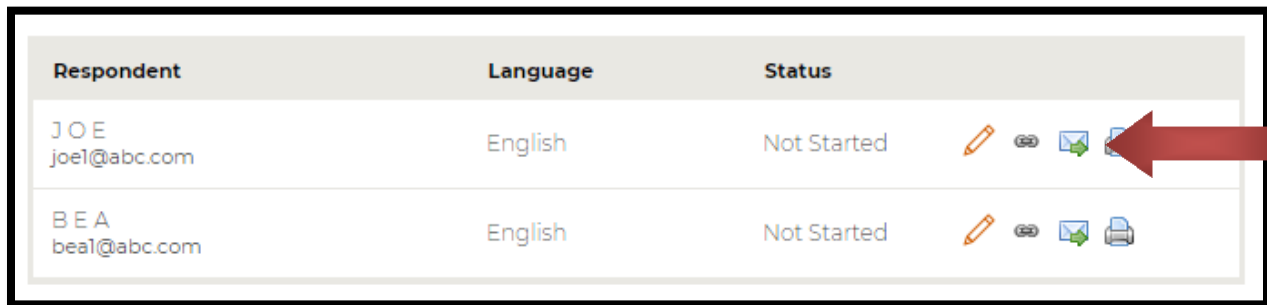
* Language in which inventory will be taken

SAVE CHANGES




6. Once you have edited the email address, the new login information is not sent. You must click on the Email Password Icon  to send it manually via the website. Clicking on  emails the individual their User ID and password again.

Respondent	Language	Status	
JOE joe1@abc.com	English	Not Started	   
BEA bea1@abc.com	English	Not Started	   



You will see this window when you successfully re-send the login information. Remind your couple to check their junk/spam email folders as well as their inbox for the email.

Email Respondent Password 

Inventory Session Management - Password Sent
Password has been sent to **JOE** at **joe1@abc.com** for session 4F-239866.

RETURN TO INVENTORY DETAILS

