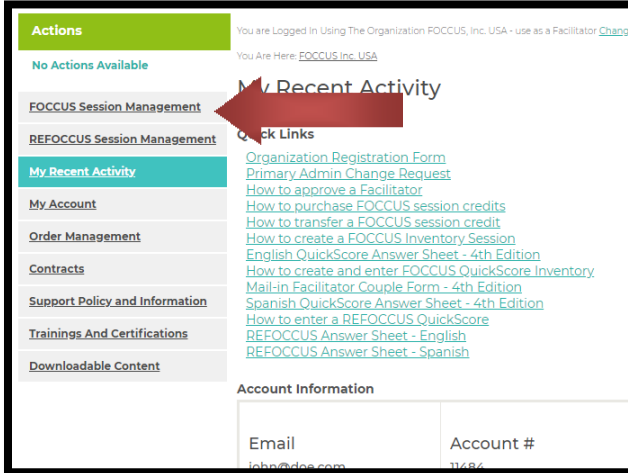



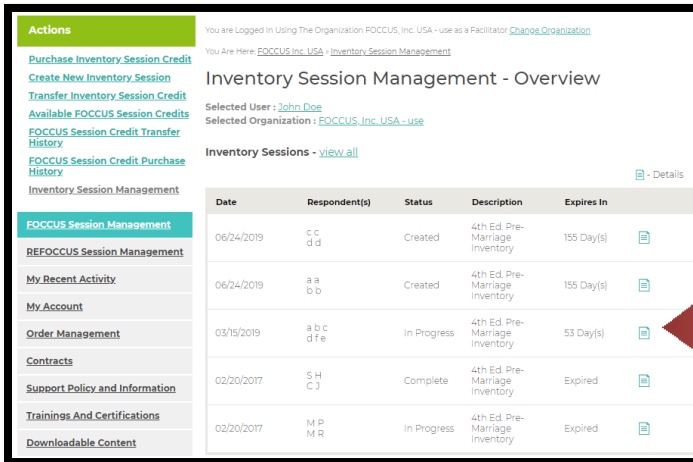
Find Couple Login Information

1. Click on “FOCCUS Session Management”




The screenshot shows the FOCCUS dashboard with a sidebar on the left containing various menu items. A red arrow points to the 'FOCCUS Session Management' link in the sidebar. The main content area shows 'My Recent Activity' and 'Quick Links'.

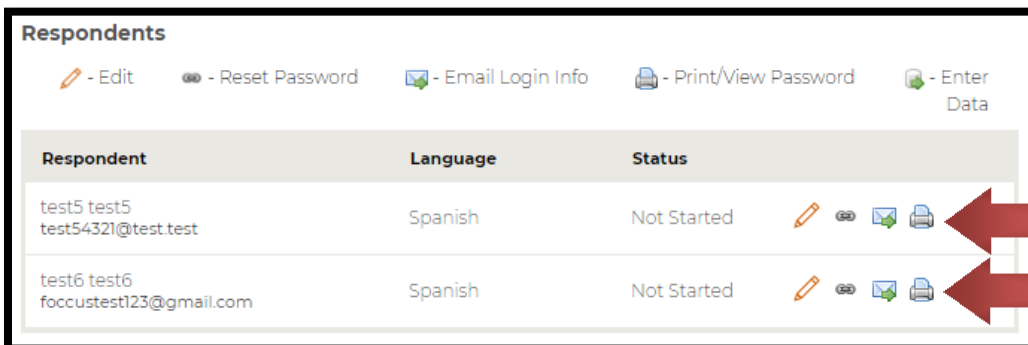
2. Locate the couple you are looking for and click on the details icon  of the couple you wish to see login information for. If they do not show up in the top 5 on the list, click “view all” to see the list of all your inventory sessions.



The screenshot shows the 'Inventory Session Management - Overview' page. It features a table with columns: Date, Respondent(s), Status, Description, and Expires In. A red arrow points to the details icon (a document with a magnifying glass) in the rightmost column of the table.

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)
03/19/2019	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

3. On the inventory detail for your couple’s inventory you will see their names (or initials) at the bottom. Click on  icon to see each person’s login information.



The screenshot shows the 'Respondents' page with a table of respondents. A red arrow points to the login icon (a document with a magnifying glass) in the rightmost column of the table.

Respondent	Language	Status
test5 test5 test54321@test.test	Spanish	Not Started
test6 test6 foccustest123@gmail.com	Spanish	Not Started