VERMONT

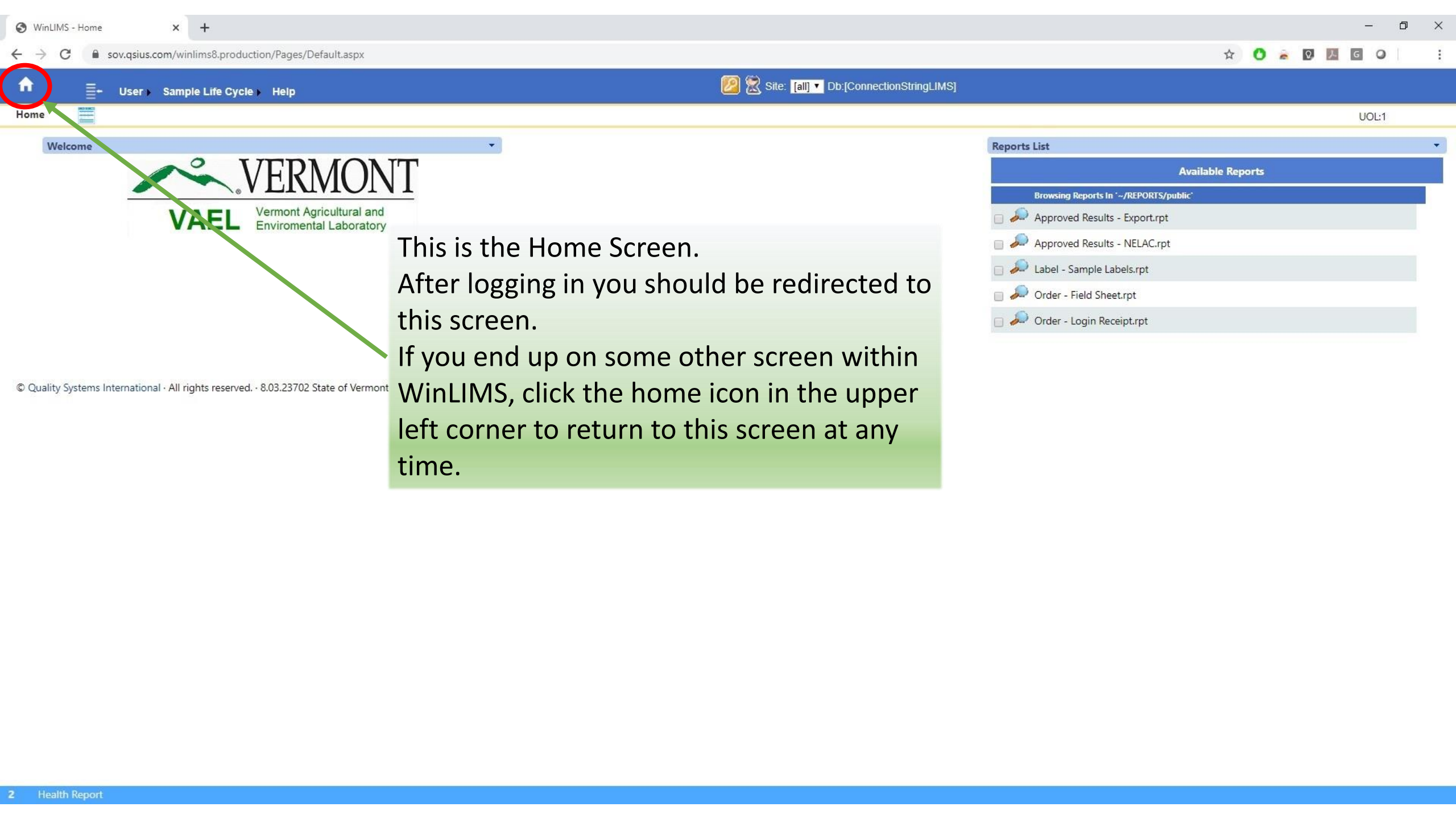VAEL | Vermont Agriculture and Environmental Laboratory

Updating Your WinLIMS Credentials

Change your password and security question.

Before we begin…

- This tutorial covers changing your password and security question using the WinLIMS web interface.

- Please reach out to VAEL if you are unsure if you're a registered user or if you've forgotten your username or password.
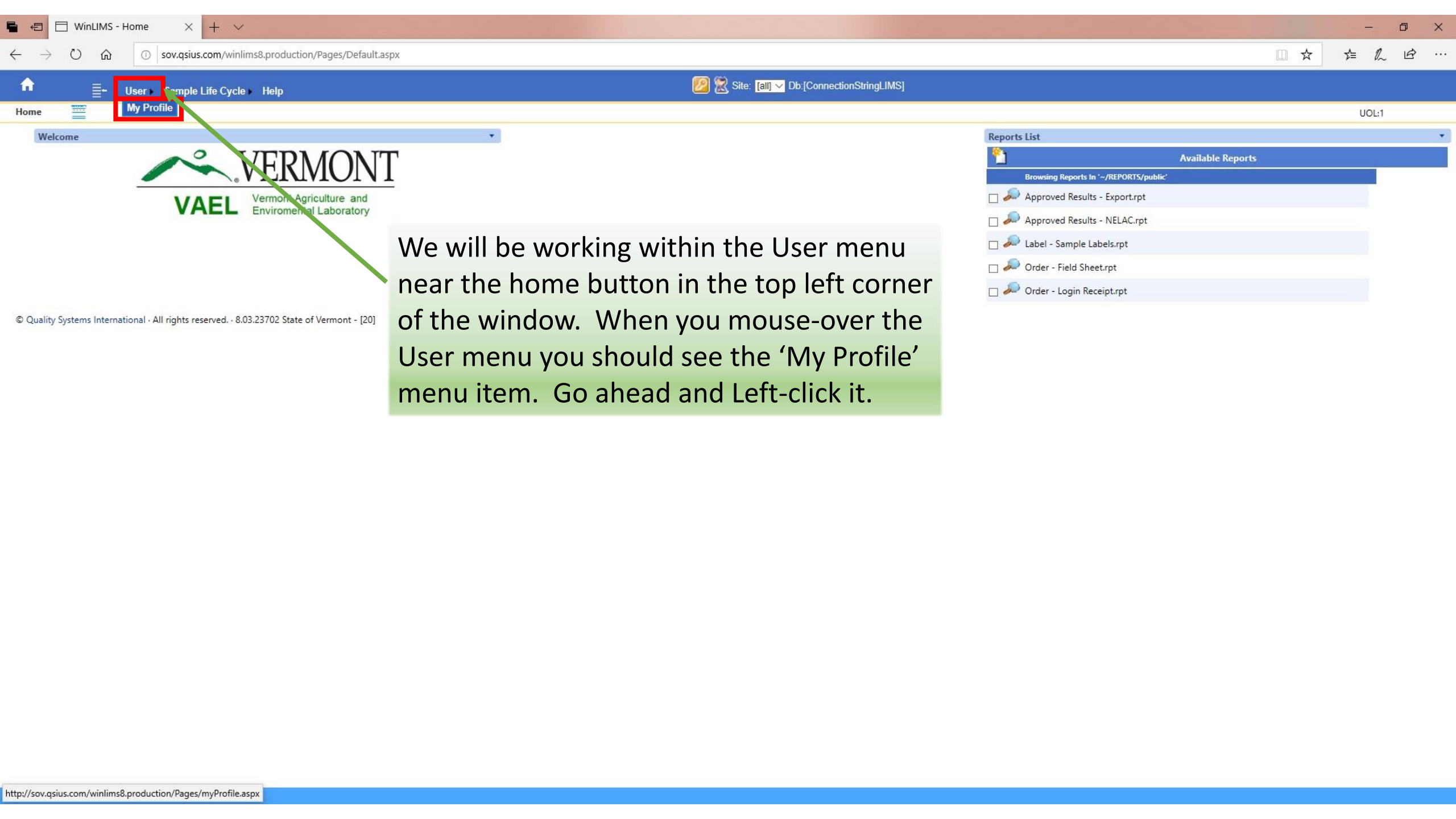
- The LIMS can be found online at the following URL:

  http://www.sov.qsius.com/winlims8.production

This is the Home Screen.
After logging in you should be redirected to this screen.
If you end up on some other screen within WinLIMS, click the home icon in the upper left corner to return to this screen at any time.

sov.qsius.com/winlims8.production/Pages/Default.aspx

Site: [all] Db:[ConnectionStringLIMS]

User ▸ Sample Life Cycle ▸ Help

Home

My Profile

UOL:1

Welcome

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We will be working within the User menu near the home button in the top left corner of the window. When you mouse-over the User menu you should see the 'My Profile' menu item. Go ahead and Left-click it.

Reports List

Available Reports

Browsing Reports In '~/REPORTS/public'

☐ Approved Results - Export.rpt

☐ Approved Results - NELAC.rpt

☐ Label - Sample Labels.rpt

☐ Order - Field Sheet.rpt

☐ Order - Login Receipt.rpt

http://sov.qsius.com/winlims8.production/Pages/myProfile.aspx

After clicking 'My Profile' you will be brought to this screen. From here you can change your password, update your security question, change the WinLIMS theme and where menus appear when browsing.

🏠   ☰▾ **User** ▸ **Sample Life Cycle** ▸ **Help**   🔑 ⏳ Site: [all] ∨ Db:[ConnectionStringLIMS]

Home > User > My Profile

My Profile

Email:
Theme: classic ∨
master Page: Top Menu ∨
Connection String: ConnectionStringLIMS ∨
Culture Info: English (United States) ∨
Time Zone: UTC 0 Hours ∨
Sites: ∨
My startup page: ~/Pages/Default.aspx ∨

My Password

Password: **1**
New Password: **2**
Confirm New Password: **3**
💾

Update your password by typing your current password in 1, your new password in both 2 and 3 and then click the save button.

My Security Question

Password:
☐ show Password?
Security Question:
Security Answer:
💾

Update your security question and answer by typing your current password in 1, your new question in 2 and the appropriate answer in 3. Click the save button.

User ▶ Sample Life Cycle ▶ Help

Site: [all] ∨ Db:[ConnectionStringLIMS]

Home > User > My Profile

My Profile

Email:
Theme: classic ∨
master Page: Top Menu ∨
Connection String: ConnectionStringLIMS ∨
Culture Info: English (United States) ∨
Time Zone: UTC 0 Hours ∨
Sites: ∨
My startup page: ~/Pages/Default.aspx ∨

My Password

Password:
New Password:
Confirm New Password:

My Security Question

Password:
☐ show Password?
Security Question:
Security Answer:

Changing the WinLIMS theme will change the menu colors

Changing the 'master Page' setting changes where the menus are displayed. In VAEL's opinion 'Top Menu' is the easiest to use and we default all accounts to this option.

VAEL does not recommend changing any other settings on this page. Changes to settings will not take effect until the save button has been clicked.