be a folder for each user on each workstation, or an administrator can configure Real-Time Adherence to store all users' client documents in a central location.

If the Real-Time Adherence configuration includes each user's document path on the user workstation, then each Real-Time Adherence user who uses that workstation will have a document path on that workstation, typically:

C:\Program Files\Aspect\RTA\DOCS\username

where username is the user's Real-Time Adherence login name. If Real-Time Adherence is configured to use a common client document path, then each user's Real-Time Adherence documents are stored in the common client document folder specified during installation.

The Set Document Path dialog box opens only if the following conditions are met:

- You are logging in to Real-Time Adherence for the first time on this workstation.
- No default document path has been set.

If this dialog box opens, do one of the following to set the document path:

- Click OK to accept the default document path.
- Type another document path in the Full Document Pathname field.

Changing the Default Document Path

To change the default document path:

- Close your workspace (if one is open) by doing the following:
 - a. Click the workspace window to make it the active window.
 - Select Close from the shortcut menu.

Skip this step if you simply want to view your current document path.

- Select Tools > Administration > Client Configuration. The Client Configuration dialog box opens.
- In the Document Path field, type the document path.
- Click OK.

Changing Passwords

The procedure for changing your Real-Time Adherence password varies, depending on whether you have a domain user account or a local user account.

Domain Accounts

If your Real-Time Adherence login comes from a domain user account, your Real-Time Adherence password is the same as your Windows domain password. Any time your domain password changes, your Real-Time Adherence password automatically changes.

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National Training Board (Australia)

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