

AskNow access login data for user of AskNow system

The new user will receive login information from the administrator, **ID** and **password**. An **ID** consists of a business code and a number that is automatically generated when a new user is inserted into the system.

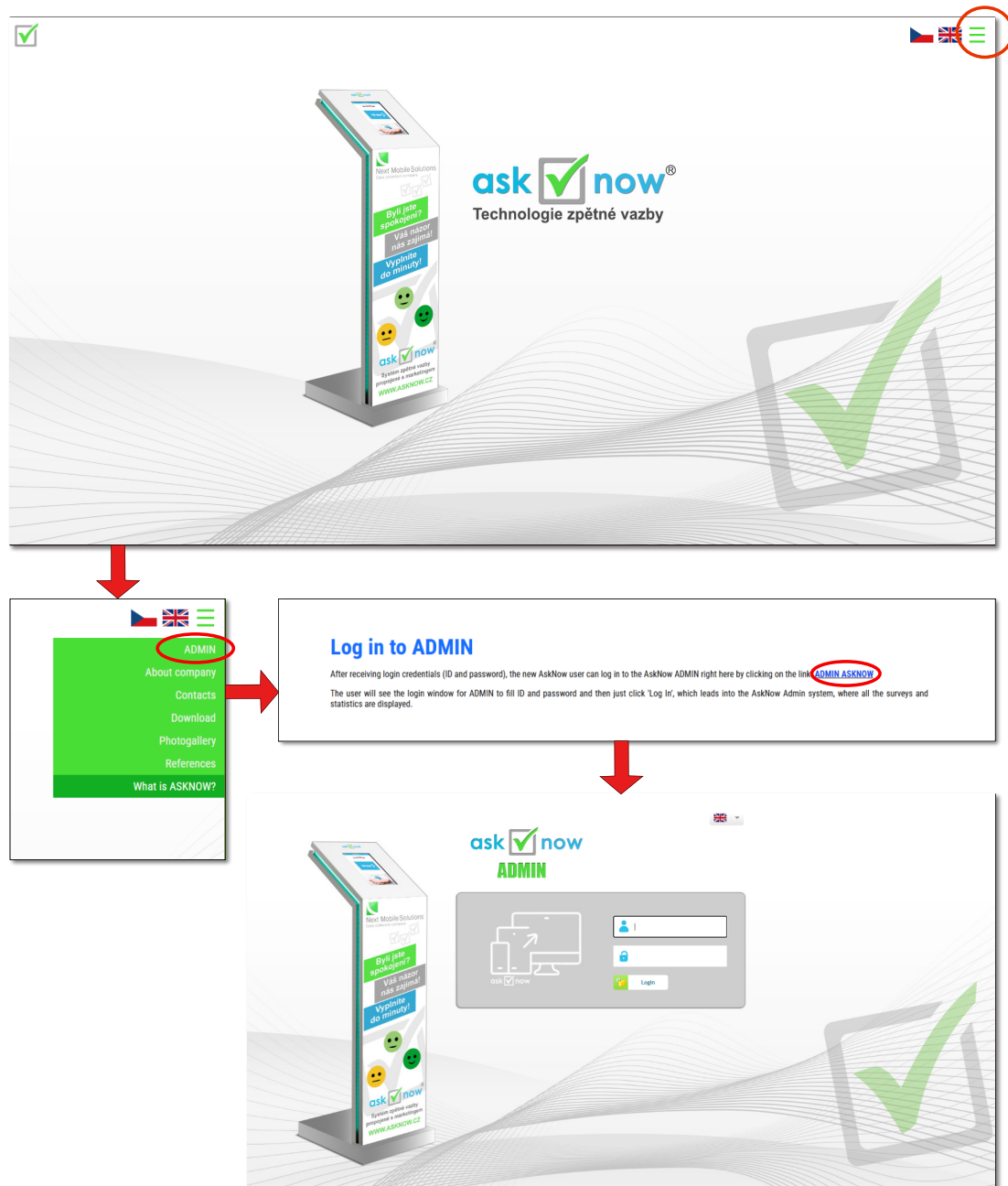
The password for the first login is universal – **1234!** /To change your own password, see the next chapter/

Users login is on the web page: <http://www.ask-now.cz/surveycontrol/login.php>

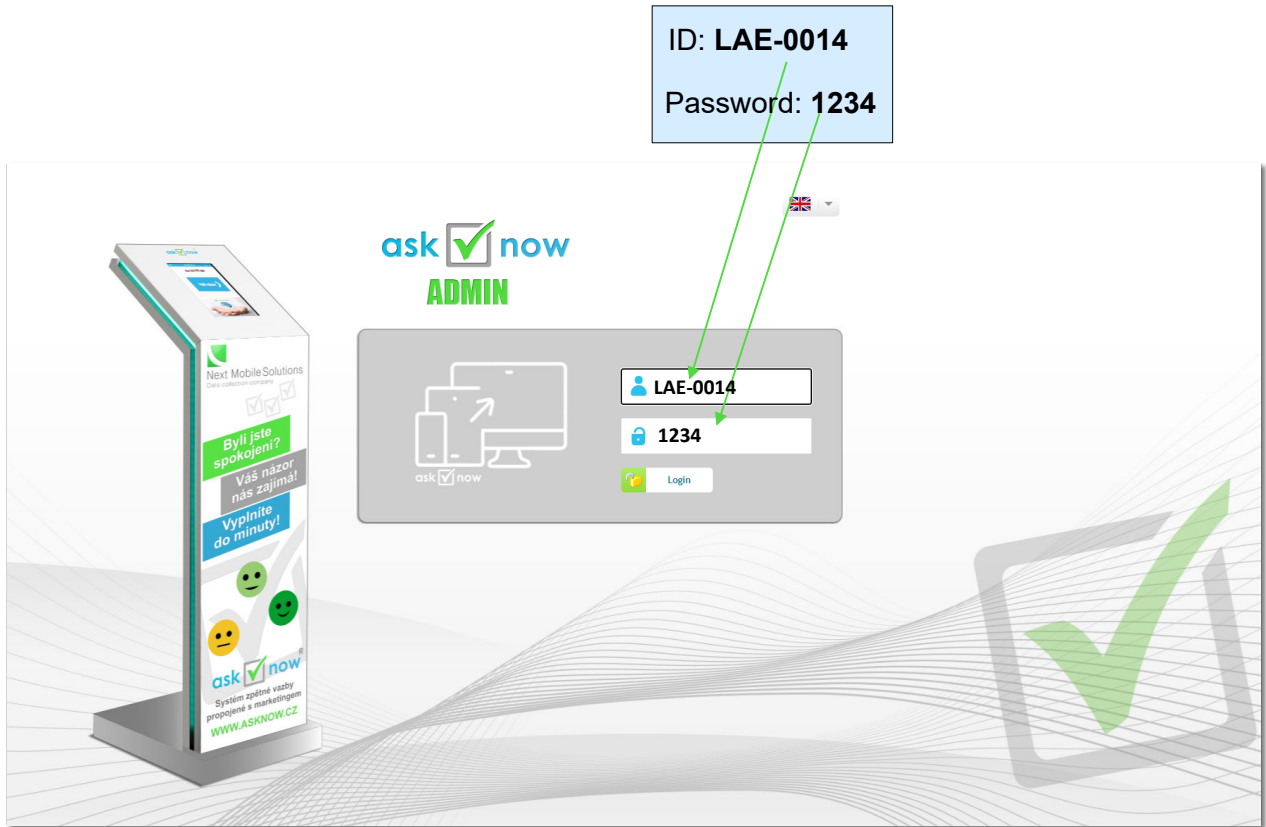
Or just open web page www.ask-now.cz – and click on **MENU**  → click **ADMIN** icon

→ [ADMIN-ASKNOW](#) → the login window will appear

See the pictures below:




Example: Jana Novak (SPA Eva) - assigned LAE code, user number - 0014
There must be no space between the code and the number!

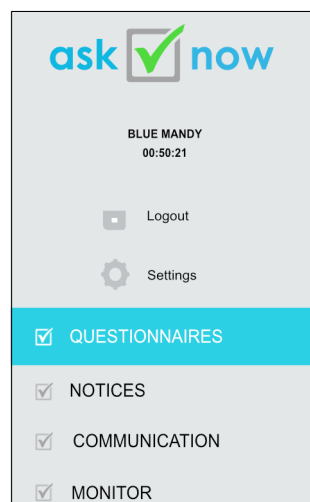


Type your login data and click on the **LOGIN** icon to access the AskNow system.

CHANGE OF PASSWORD

After the first login to the system, the user changes the universal password (1234) to his

own. Click on the left on **setting icon** 

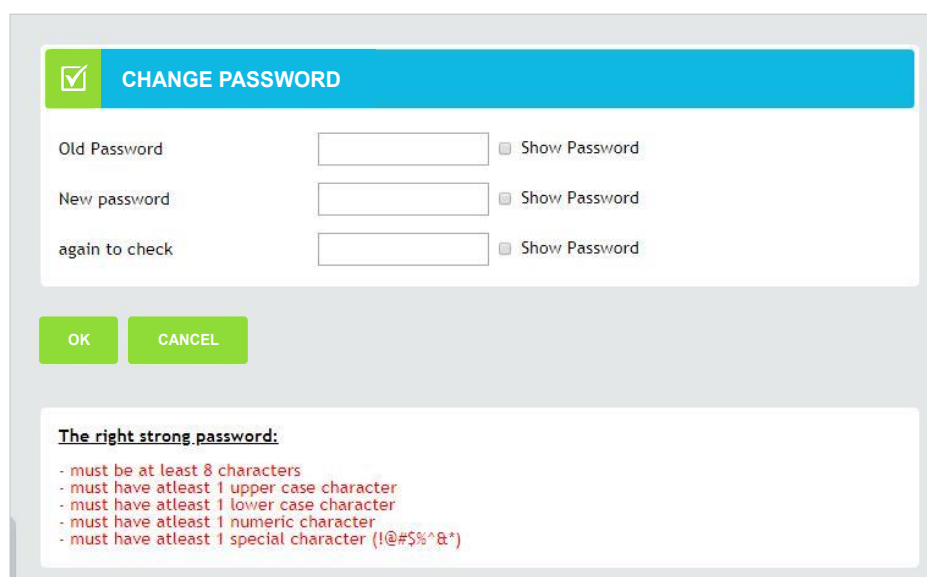


The **SETTINGS** window opens (preferred language - this can be changed if necessary) - click on CHANGE PASSWORD at the top right



The **PASSWORD CHANGE** window opens and the user enters the **original 1234 password** in the row and their own **new password** in the row, then he has to **type it again** in the row again to check. Press **OK** to save.

The next time he logs in, he uses his new password.



FORGOTEN PASSWORD

If the user forgets his/her own password, it is necessary to **contact the administrator** (email: hana.urbanova@asknow.cz)