

Settings

A user can set preferences and options in the application. In the web version of the application, the user's name is displayed at the top right corner with a dropdown button.



Click the dropdown button to display a list of items that can be set. On the iPad version of the application, on the Home screen, tap on Settings to display the preferences list.



From the available options, a user can select the following options:

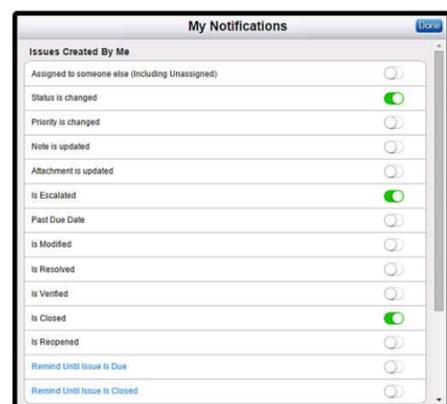
1. My Profile

My Profile holds the name and email address of the user. A user can change their name only. The login email address cannot be changed here as this is the identification created when the user account was set up.



2. My Notifications

On this screen, a user can manage notification subscriptions to issues. Based on their preference, the user can select the issues for which notifications should be triggered. For example, a user may choose to be informed if an issue has been updated or closed. A user can even set reminders to be continually reminded of an issue until closure.

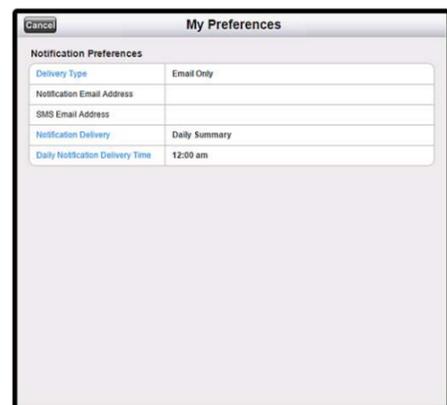


3. My Preferences

This screen is used to set up miscellaneous application preferences.

Delivery Type: This field is used to choose how notifications are delivered: email, SMS Text Message, Both or None.

Notification Email Address: Notification delivery addresses are set here, one for email notification and one for SMS text messages. Note that for SMS text message delivery, a phone number does not need to be specified, just the email address from the telecom provider.



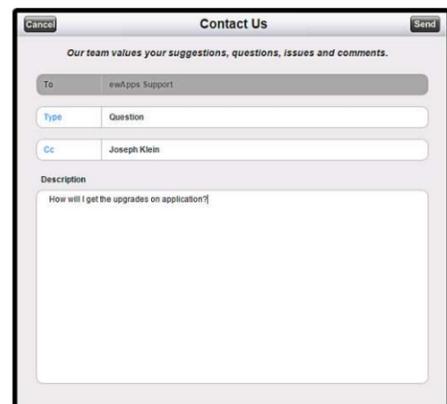
4. Change Password

This screen is used to change the password of the logged-in user. Upon changing the password, an email confirmation will be sent to the user.



5. Contact Us

From this screen a user can initiate communication with the eWorkplace Apps Support team. The type of message can be selected as Suggestion, Question, Comment or Issue. The user can also select the list of users to CC.



6. About

Click the option to know the current version of the application.



7. Sign out

Click the option to sign out from the application.