14.My Preferences

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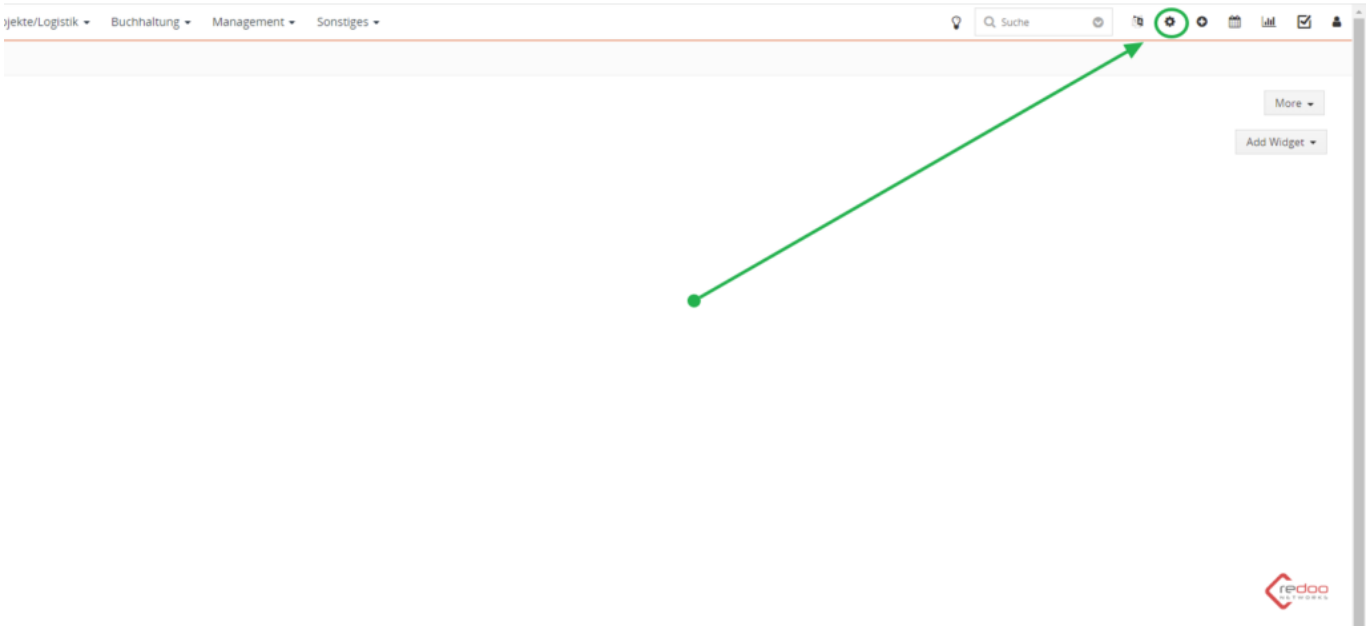
To open a settings page click on the “person” icon in the right top corner.

Click on the “Gear” symbol.



Now you are in the Settings page

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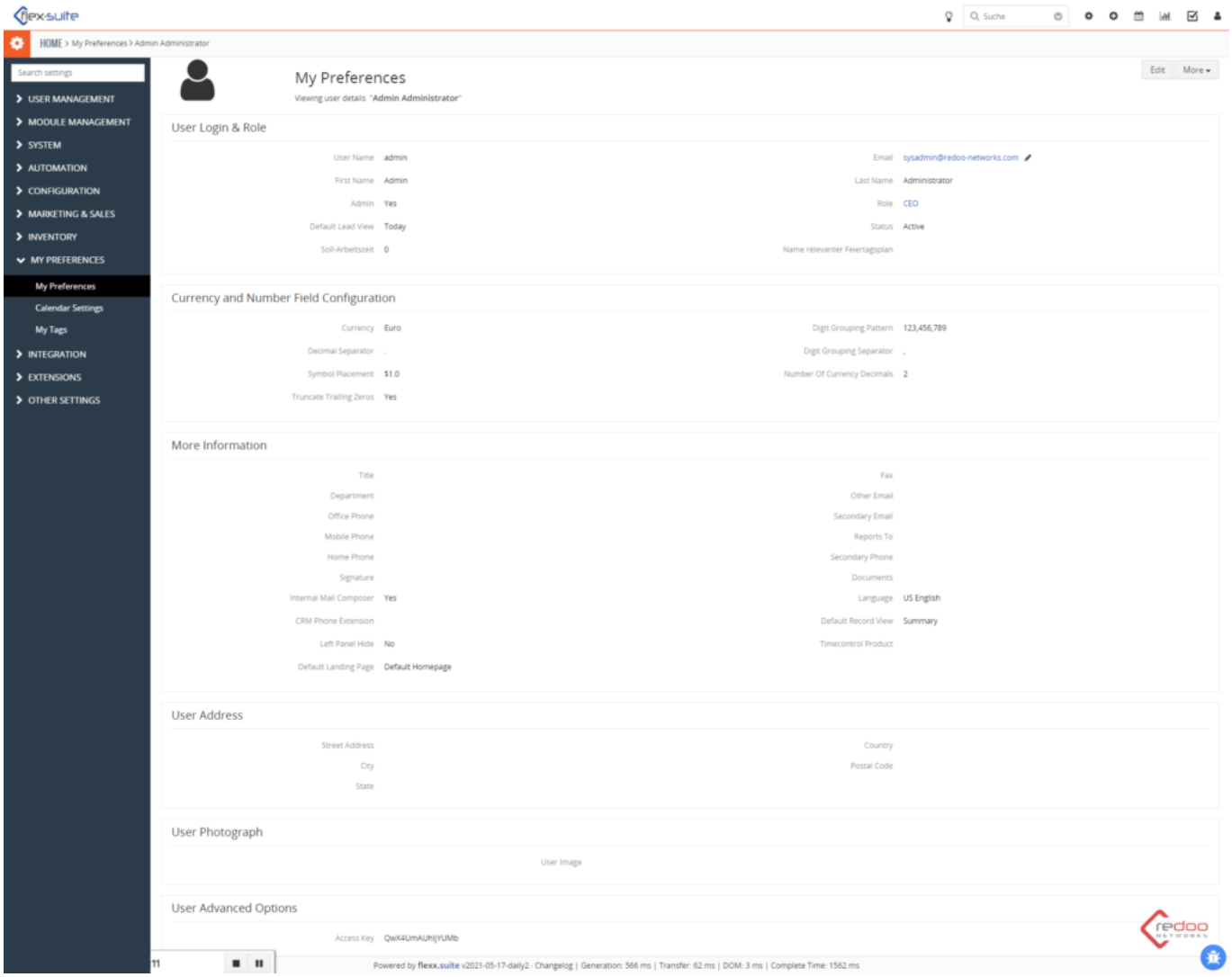

First part is **User Login & Role**

Here you can see all basic information about your user like:

- User Name
- Email
- First Name
- Last Name
- Admin – if the user has admin rights
- Role
- Default Lead View
- Status

Currency and Number Field Configuration

In this part you are able to configure your:

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- Currency
- Digit Grouping Pattern
- Decimal Separator
- Digit Grouping Separator
- Symbol Placement
- Number Of Currency Decimals
- Truncate Trailing Zeros

in **More Information** you can set additional information about your user that can be useful for your clients and co-workers

- Title
- Fax
- Department
- Other and Secondary email
- Office, Mobile, Home and Secondary phone
- Signature
- Documents
- Internal Mail Composer
- Language
- CRM Phone extension
- Default Record view – this will change the default page that appears when you open any record in the crm
- Left Panel hide
- Timecontrol Product
- Default Landing page

Down below you can see **User Address** part:

- Street Address
- Country
- City
- State

In **User Image** you can add a photo of you

User Advanced Options has only one field, it is your personal Access Key

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