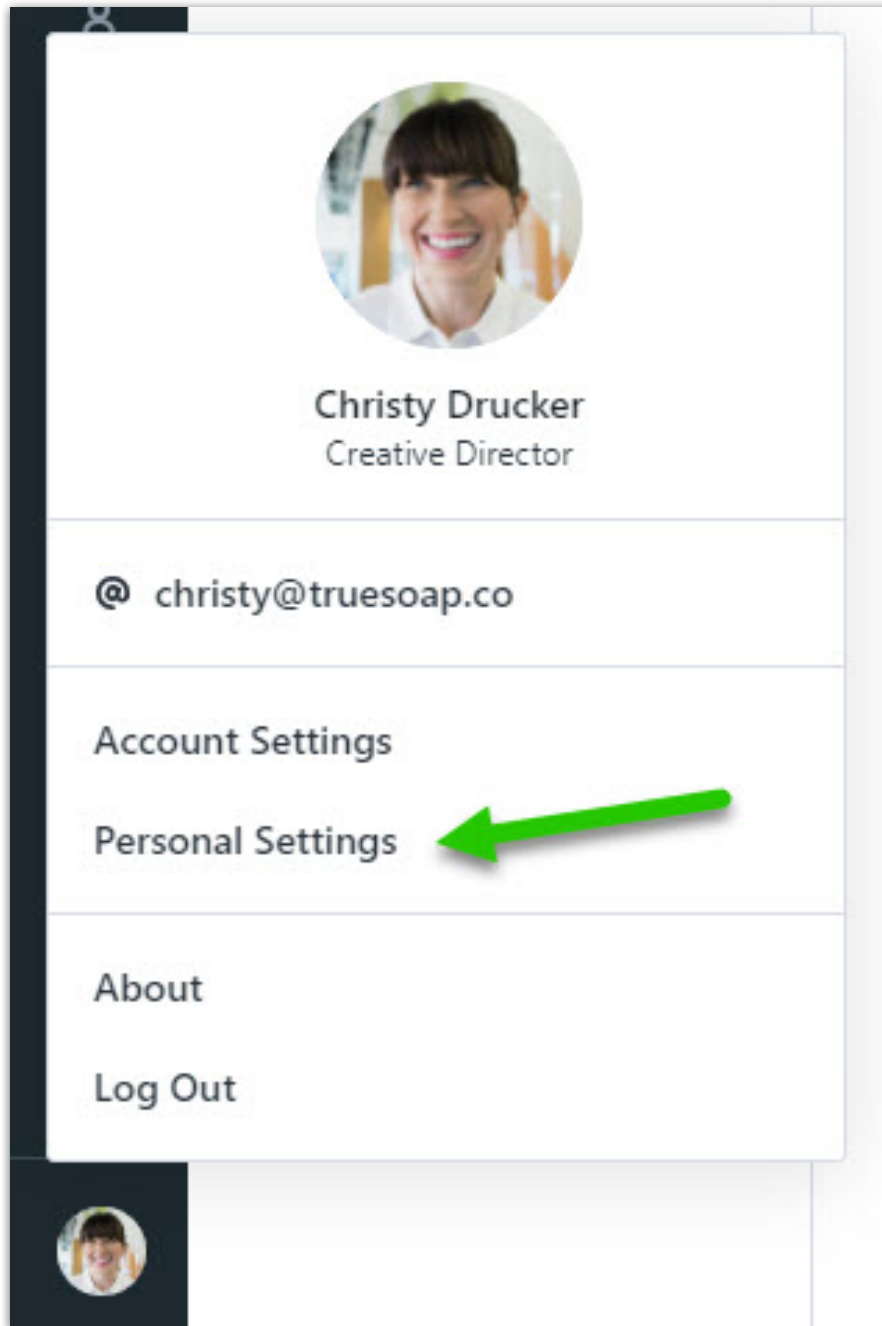# Customize Your Personal Settings

Published on 01/10/2018

To customize your profile, click the avatar icon found in the bottom left of the navigation menu and select **Personal Settings.**

Profile Details

You can update your avatar, name, title, and contact information in your profile.

My Profile

Select the applicable links to **Change Avatar** image or the trash icon to remove it. When **Change Avatar** is selected, a prompt to choose an image from the file menu will display. Once chosen, the file will be automatically uploaded and updated. Upon completion, a notification, **'Your changes have been saved.'** will display in the bottom right-hand corner of the screen.

> ℹ️ Your avatar image is displayed to other users throughout ignite, including assignments, conversation threads, and reviews.

Both **First Name** and **Last Name** fields are required for each user profile. **Job Title** and **Phone Number** are optional. Update these fields as necessary and click **Save**.

Password

Enter in your current password and new password twice and click **Update Password**. Upon completion, a notification, **'Your password has been changed.'** will display in the bottom right-hand corner of the screen. If you are uncertain of your current password, please request a password reset (https://guide-ignite.inmotionnow.com/help/resetting-your-password) instead.

Password

Current Password *

Enter your current password to change it

New Password *

Confirm New Password *

Update Password

inMotion requires at least 8 characters for all system passwords.

Automatic Membership Options

Team Members can also manage their automatic membership options. Choose to be automatically added to anything you create or update with the provided toggles.

Options

Add me to anything I create
You will be automatically added as a member to any task, proof, project, or campaign that you create.

Add me when I change a status
You will be automatically added as a member when you change the status of any task, proof, project, or campaign.

Add me when I upload a file
You will be automatically added as a member when you upload a file to any task, proof, project, or campaign.

Add me when I upload a review asset
You will be automatically added as a member when you upload a review asset in a proof.

Add me to reviews I send
You will be automatically added as a member to any proof that you send out for review.

Preferences

Timezone for Email and Exports

Your default timezone for Lytho email notifications is automatically set based on your browser's settings upon initial login. If for any reason the default timezone needs to be updated, you can update your personal timezone within the **Preferences** section of your profile.

Preferences

Timezone for Emails and Exports
Select the timezone used in email notifications and report exports.

Eastern Standard (UTC-5)

Default Time Category

If you have Time Categories enabled in your account, you have the ability to select a default time category to be applied to your time entries within the **Preferences** section of your profile.

Click the dropdown menu to the right of **Default Time Category** and select the appropriate category.
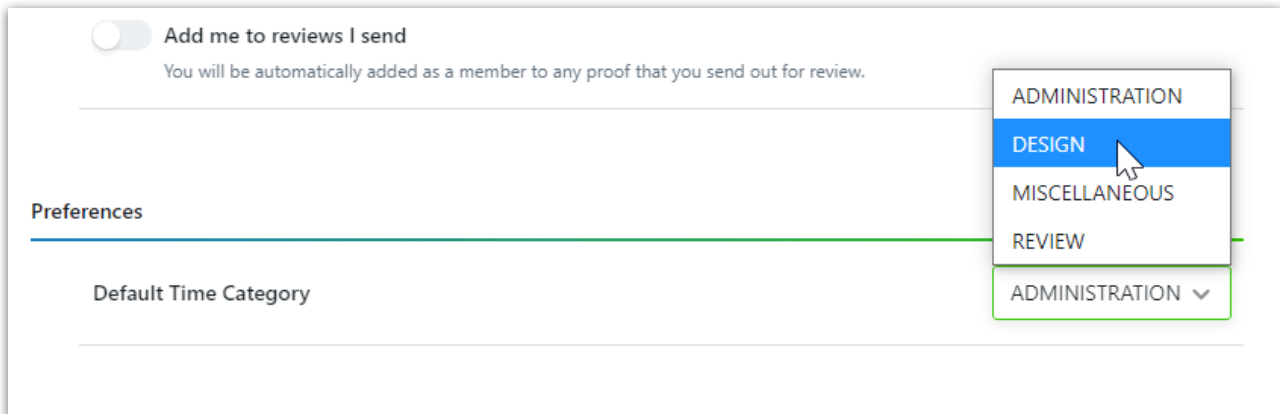

Time Categories are only available to Business and Enterprise Customer

Availability

Availability in Lytho Workflow gives Team Members and their managers the ability to adjust weekly availability as well as enter specific time off needed. Updates to availability will be visible in Workload view for easier, more accurate assignments.

Select **Availability** from the **Personal Settings** sub navigation to update your availability and enter any time off.
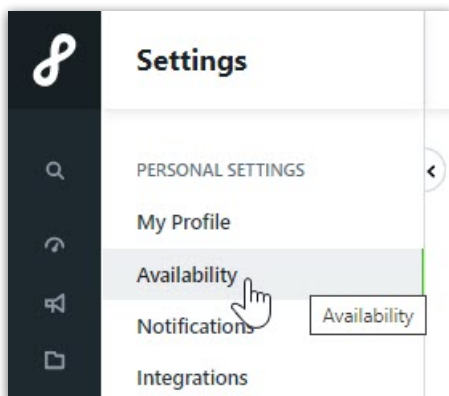
Availability by day allows you to set a specific amount of time you're able to work each week. By default your availability will be set to 8 hours a day, Monday through Friday. Select the number of hours to the right of the day and enter the amount of time you're available to work.

Time Off gives you the ability to enter your vacation, appointments, and any other specific time off needed.

Scroll to the bottom of availability and select **Add Time Off** to add a new entry.

Enter a name for your time off and select the day(s) desired.

Toggle off **Take off all day** to adjust the number of hours needed for your time off. Select **Save** when complete.

Your time off entries will be shown under **EXISTING TIME OFF.** Select the actions menu to the right of an entry to edit or delete your time off.

Time Off

Add your vacation, appointments, and any other time off here.

Add Time Off

EXISTING TIME OFF

Family Vacation   📅 Jun 6, 2022 - Jun 10, 2022   ...

Edit
Delete

Edit