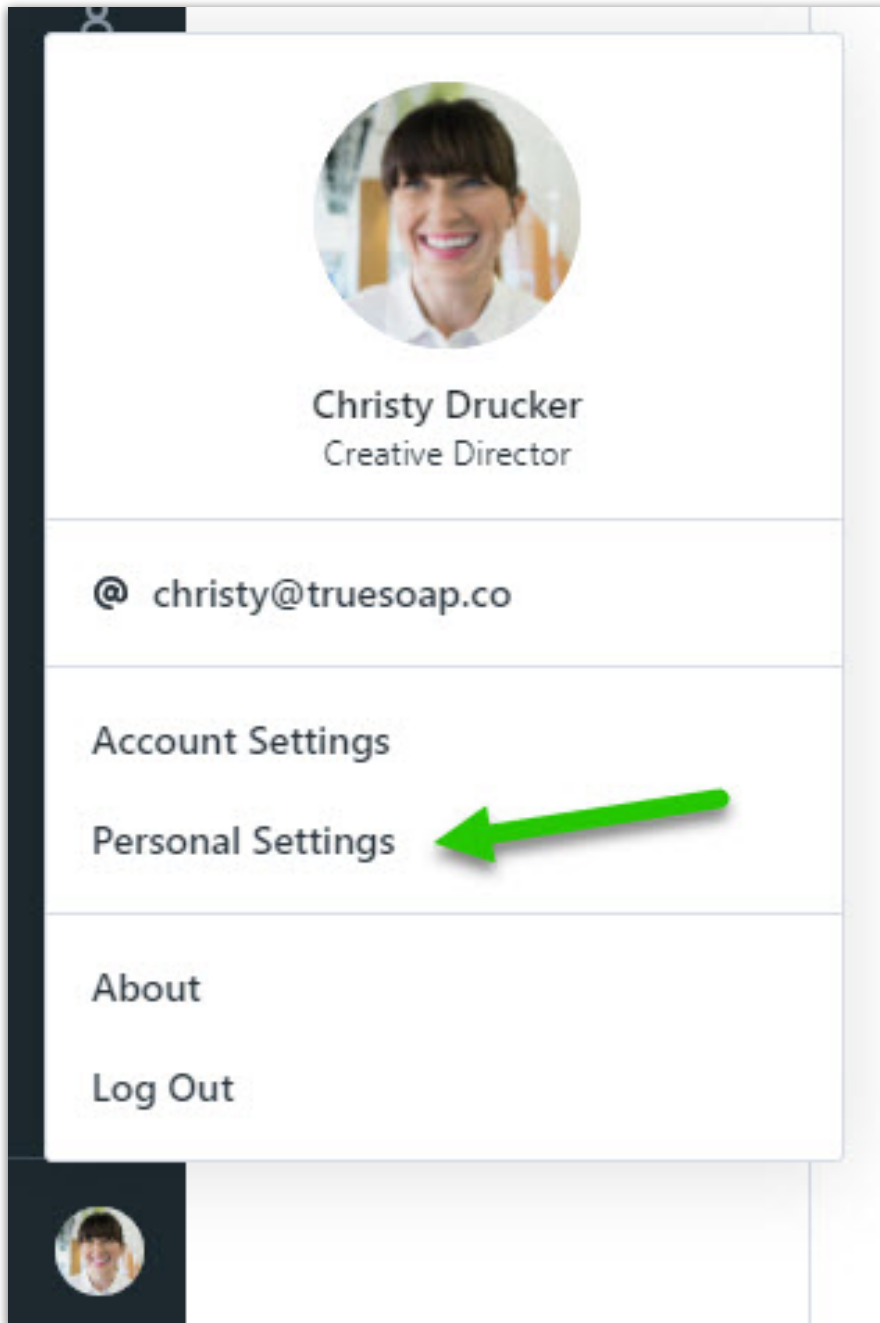


Customize Your Personal Settings

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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

Profile



Change Avatar



First Name *

Christy

Last Name *

Drucker

Job Title

Creative Director

Phone Number

Email Address *

christy@truesoap.co

Role *

Admin

Save

Cancel

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.



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.

Availability

Each Team Member can edit their weekly availability in Personal Settings.

Availability

🔔 Set the number of hours you are available to work each day.

Sunday	0h ▾
Monday	8h ▾
Tuesday	8h ▾
Wednesday	8h ▾
Thursday	8h ▾
Friday	8h ▾
Saturday	0h ▾

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

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.

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



Add me to reviews I send

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

Preferences

Default Time Category

ADMINISTRATION

DESIGN

MISCELLANEOUS

REVIEW

ADMINISTRATION ▾

Time Categories are only available to Business and Enterprise Customer