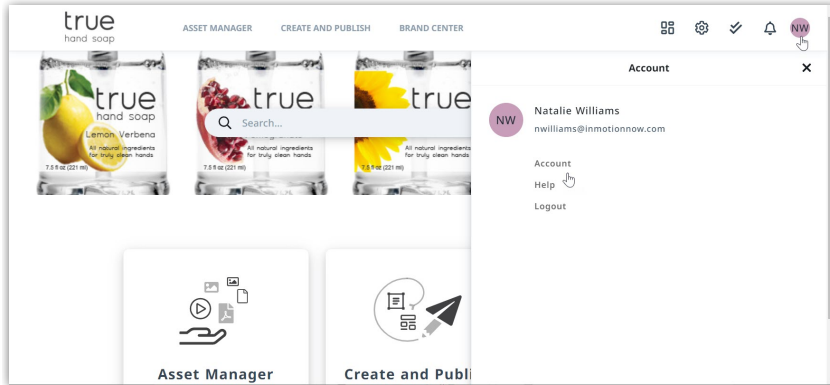


Customize Your Profile

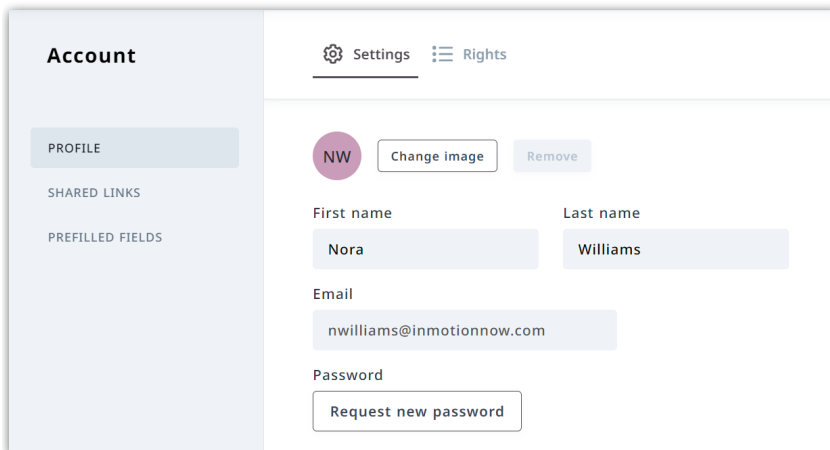
Published on 03/18/2022

Click the avatar found in the top right corner of your navigation menu and select **Account** to access your profile.



Profile Details

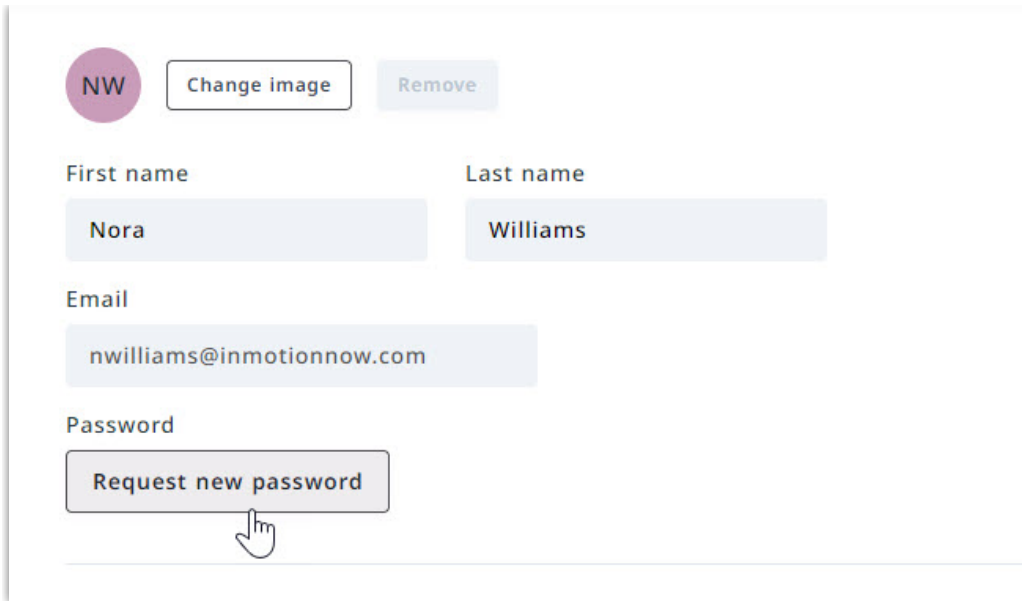
From the **PROFILE** sub navigation in settings you can update your avatar, name, contact information, and request a new password.



Select **Change Image** next to your avatar to open your local files and choose a new image to display. Select **Remove** to delete an uploaded image.

Password

From your profile details, update your password by clicking **Request new password** below **Password**.



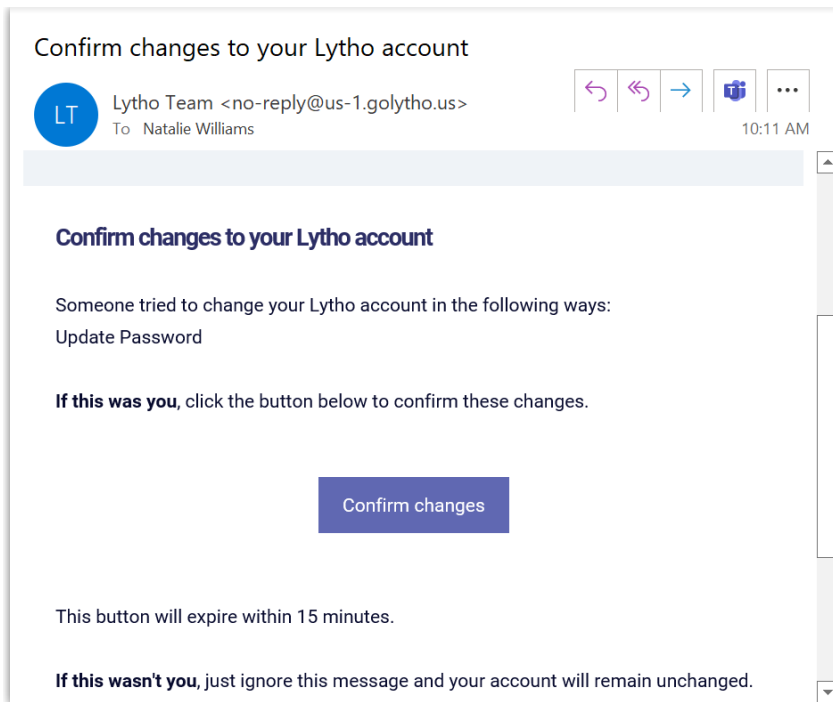
A user profile form with a circular profile picture placeholder containing the initials 'NW'. To the right of the picture are two buttons: 'Change image' and 'Remove'. Below the picture, there are two input fields for 'First name' (containing 'Nora') and 'Last name' (containing 'Williams'). Below these is an 'Email' field containing 'nwilliams@inmotionnow.com'. At the bottom is a 'Password' section with a button labeled 'Request new password' that has a hand cursor icon pointing at it.

If you have forgotten your password, you can request a new password from the login page by selecting **Forgot Password?** below the input fields.

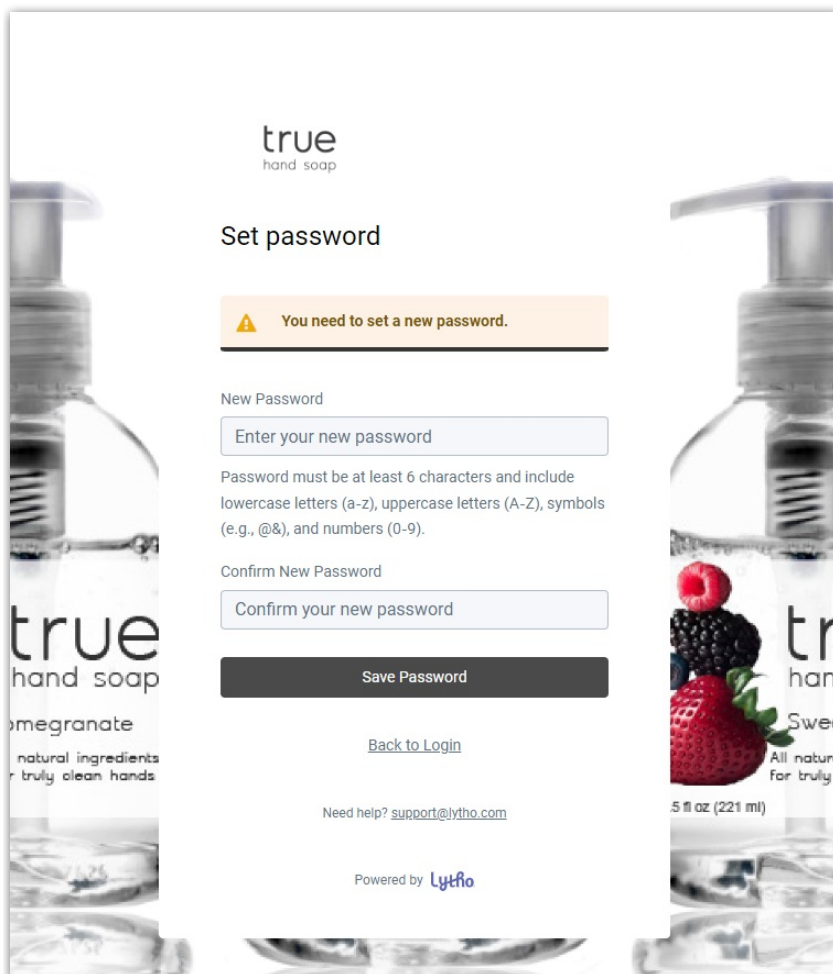


A login form for 'true hand soap' set against a background of soap bottles. The form includes a 'Sign In' heading, an 'Email' input field, and a 'Password' input field. Below the password field is a checkbox labeled 'Remember me'. Underneath is a link that says 'Forgot Password?' with a hand cursor icon pointing at it. At the bottom of the form is a dark grey button labeled 'Sign In'.

You will receive an email notification, click **Confirm changes** to continue

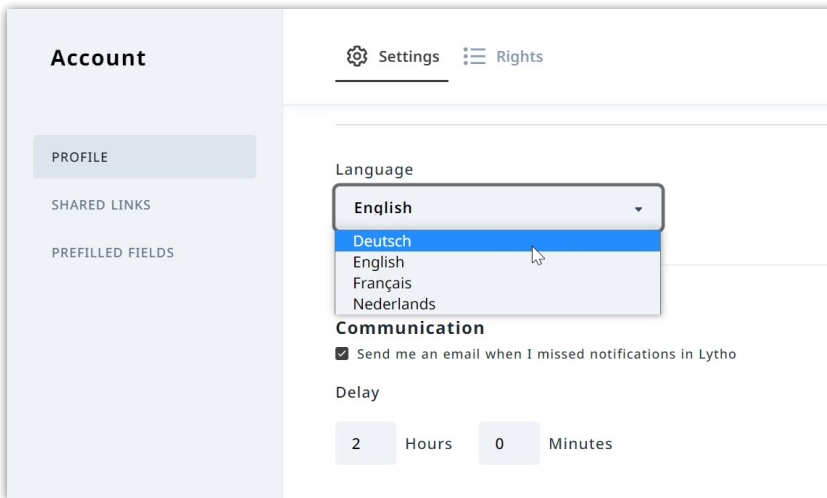


You will be brought to the login page to update your password and confirm.



Language

Navigate to the Language section of your profile details to manage your language settings. Select from the dropdown menu to update.

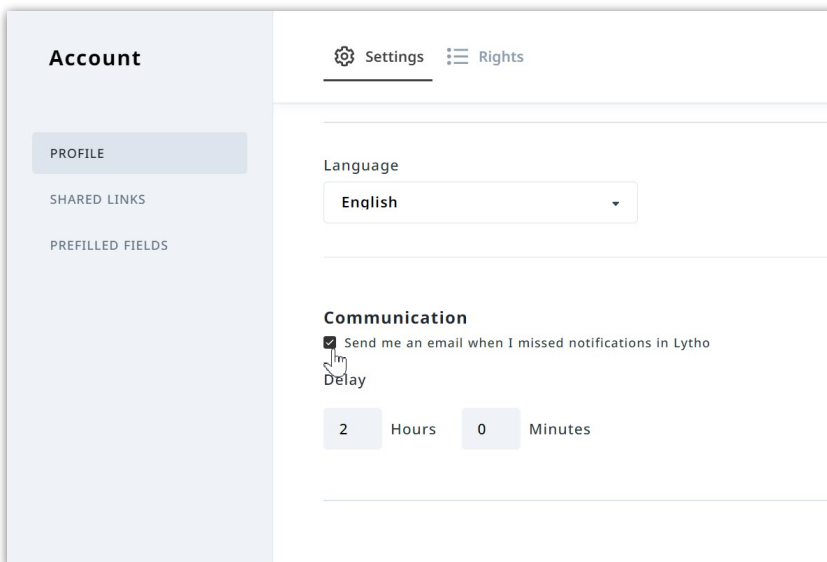


The screenshot shows the 'Account' settings page. On the left is a sidebar with 'PROFILE', 'SHARED LINKS', and 'PREFILLED FIELDS'. The main content area has tabs for 'Settings' and 'Rights'. Under 'Settings', the 'Language' section has a dropdown menu open, showing options: 'English' (selected), 'Deutsch', 'English', 'Français', and 'Nederlands'. Below this is the 'Communication' section with a checked checkbox 'Send me an email when I missed notifications in Lytho' and a 'Delay' section set to '2 Hours' and '0 Minutes'.

Communication

Navigate to the communication section of your profile details to determine how often you receive email notifications.

Selecting **Send me an email when I missed notifications in Lytho** allows the system to send you an email when a notification has not been viewed in the system. When unchecked, the system will not send email notifications.



This screenshot shows the same 'Account' settings page but with the 'Language' dropdown closed. The 'Communication' section is highlighted, showing the checkbox 'Send me an email when I missed notifications in Lytho' is checked. The 'Delay' section remains set to '2 Hours' and '0 Minutes'.

Delay determines the amount of time a notification goes un-viewed before the system will send an email. For example, If the delay is set to 0 hours and 0 minutes, the system will send an email notification as soon as the notification comes in. If the delay is set to 2 hours, then you will only receive an email if the notification goes unviewed for 2 hours.

Communication

☒ Send me an email when I missed notifications in Lytho

Delay

Hours Minutes

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