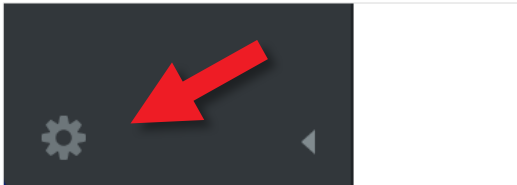




Account Information - 1

The application holds a small amount of information about each user. This can be viewed and changed in Account Information.



Go to Administration by clicking on the small cog at the bottom left hand side of the screen.

You will be presented with the **Account Information** screen.

The screenshot shows the 'Account Information' screen for a user named 'GRISHAM, JOHN'. The interface includes a sidebar with 'Settings' selected under the 'PERSONAL' category. The main content area displays the user's profile information and fields for updating it. The fields are: Username (john), Email Address (johngrisham@intrafocus.co.uk), First Name (John), Middle, Last Name (Grisham), Password, and Retype Password. A 'Logout' link is located in the top right corner of the main content area.

If you have been given Permissions to do so, you can change the information on this screen.

Important: click **Save** to save any changes

