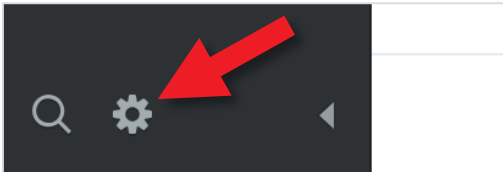




Account Information

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.

Settings

PERSONAL

- Account Info
- Alert Preferences
- Broadcast Alert

JOHN GRISHAM Logout

Username: john

Email Address: info@intrafocus.com

First Name: John Middle: Last Name: Grisham

Password: Retype Password:

Cancel Save

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

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

