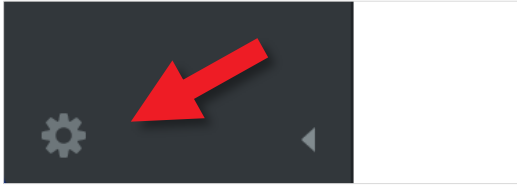




Account Information - 1

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 'Settings' page for a user named JOHN GRISHAM. The left sidebar lists sections like Scorecards, Dashboards, Initiatives, Reports, Briefings, and Home. The main content area is titled 'Settings' and includes a 'PERSONAL' section with 'Account Info' and 'Alert Preferences'. The 'Account Info' section contains a profile picture, a 'Logout' button, and several input fields: Username (john), Email Address (johngrisham@intrafocus.co.uk), First Name (John), Middle, Last Name (Grisham), Password, and Retype Password.

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

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

