Settings

The settings are opened via the user menu (click your own name or the profile picture at the top right) and the entry "**User settings**". In the upper area, the profile picture, the language, the time zone (if enabled), the menu and the option "Link page with menu" can be set. The time zone cannot be changed if bookings already exist for today or a time entry is currently running. Below that follow the individual areas (e.g., Deputy, Workflow settings, Security), which can be filtered via the search field. Changes are saved with "Save" or "Save & Close".

In the **Workflow settings** area, the following parameters are available - depending on the configuration:

In case of new tasks, I would like to receive an e-mail notification: This parameter controls the e-mail notification. The choices are "None", "For every new task" (an e-mail is sent automatically for every request that is awaiting processing) and "Summary with open tasks once a day".

I would also like to receive e-mail notifications as a deputy: If you are a deputy of a supervisor and have the right to process requests, you can activate the e-mail notification if requests are to be processed on behalf of the supervisor. If "None" is selected for the e-mail notification, this parameter is hidden.

My deputy may approve for me: If, as a supervisor, you want your deputy to also be allowed to approve requests, then this parameter must be set to "Yes".
This parameter affects all requests submitted from the time of activation. In addition to the role holder, all downstream role holders (insofar as they are deputies according to the deputy arrangement) are written into the requests as deputies. In this context, the inheritance direction within the role must currently also be observed. If the inheritance direction is set to "up", the organization chart is searched upward for deputies, with "down" downward, and with "none" not at all.

In case of open tasks, I would like to be notified upon login: After logging in, a message appears that requests are awaiting processing.

Preset role holders: If a request requires the specification of a processor, a processor can be preset here for the corresponding role (only one processor per role).

Deputy: With this parameter, the deputy can be determined manually (provided this function is enabled):

- Role - Selection of one of your own roles for which the deputy arrangement is to apply
- Person - Selection of the person who is to take over the deputy role (person search); your own person cannot be entered as a deputy
- Valid from-to - Determination of the period in which the deputy is to be active
- Edit/Delete - With these parameters, it is possible to change the deputy (role/person) or the period
- Add - Adding a new deputy

Several deputies can be determined for the same period or for overlapping periods.

In the **Security** area - when logging in with a password - the password can be changed and, if enabled, two-factor authentication can be activated or reset. Depending on the modules used and the configuration, there are further areas, e.g., bank accounts or settings for travel and project time tracking.