



People: My Settings

My settings will allow users to manage and update certain aspects of the system that are more suitable to their preferences.

My settings

The area can be opened by clicking on the profile picture and choosing 'My settings' from the dropdown:

The screenshot shows the Claromentis dashboard interface. At the top, there's a navigation bar with the Claromentis logo, a search bar, and a user profile icon. Below the navigation bar, the dashboard is divided into several sections. On the left, there's a 'Good Morning Claromentis Administrator' greeting and a 'Small Incident' report titled 'Incident at Austin Bar: Attempted Robbery Security Alert'. In the center, there's a 'Current Weather' widget for Brighton, UK, showing a temperature of 5°C and a chance of rain of 0%. To the right of the weather widget is a calendar for December 2025. Below the weather widget is a 'New Hire Hub' and 'Badges' section. At the bottom, there's an 'Intranet Advice' section with links to 'How to do remote performance reviews using your intranet' and 'How to use Discuss to boost collaboration in your'. The dashboard also features a 'Search People' bar and a list of users with their names and job titles.

From here, users will be able to do the following:

- **Update their Password:** Users with local accounts (not [synced](#) or those created by SSO) can change their password in the 'Authentication' tab. The [password policy](#) rules will be applied.

The screenshot shows the 'My settings' page in the Claromentis application. The top navigation bar includes the Claromentis logo, a search bar, and a menu with options like Home, Company, Meet the Team, Department, Dashboards, E-Form Examples, Learning, Projects, and Book a Demo. The user's profile is shown as 'People > My settings'. The 'Authentication' tab is selected, showing a 'Change password' section with three input fields: 'Old Password', 'Password', and 'Confirm Password'. A note states 'New password must be at least 8 characters long.' A 'Save My Settings' button is at the bottom.

- **Set notifications:** A quick link to the [notification preferences](#) area, where a user can tweak how they want to receive notifications and which applications. There is also a checkbox option that the user can select to turn on notifications about documents they have uploaded.

The screenshot shows the 'My settings' page with the 'Notification settings' tab selected. It indicates that 'Notifications are configured in "Communication" application'. There is a checkbox labeled 'Notify me when my own documents have been updated, moved or deleted', which is currently unchecked. A 'Save My Settings' button is located at the bottom.

- **Change Language or Theme:** Changing language will change all translated elements to that language. (Custom content e.g. News articles, have to be manually rewritten to appear in another language)

[Themes](#) will only show here if a user has more than one 'available for' them and is allowed to [switch between them](#).

People > My settings

Authentication

Notification settings

Interface

"What's New" options

Location & timezone

Language

English

Theme

documents

Workplace

documents

Workplace Muted

documents

Private Tour

documents

Creative (joyfresh)

documents

Wide Screen

documents

E-forms and Workflows

documents

Compliance Theme

documents

Digital Signage

documents

Learning Management Platform

documents

Franchise Management

documents

Charities and nfp

Save My Settings

- Tweak what will appear for them in the 'What's New' component (wherever this has been placed on pages)

People > My settings

Authentication

Notification settings

Interface

"What's New" options

Location & timezone

Search areas

☒ Documents

☐ Folders

☒ Forum Messages

☐ Knowledge Base

Number of results

10

Save My Settings

- **Change their location & timezone:** Users can select from the location and timezone options that [Sysadmins](#) have configured in the [Date & Time area](#).

People > My settings

Authentication

Notification settings

Interface

"What's New" options

Location & timezone

Location

Default

Time zone

(GMT+00:00, DST auto) Europe/London

Save My Settings

