



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:

A screenshot of the Claromentis intranet homepage. At the top, there is a navigation bar with links: Home, Company, Meet the Team, Department, Dashboards, E-Form Examples, Learning, Projects, and Book a Demo. The top right corner shows a search bar, a calendar icon (09:08), a gear icon, a bell icon with a '11' notification, and a user profile icon. The main content area has a dark blue header with the text "Good Morning Claromentis Administrator" and "Welcome to Claromentis". Below this is a news card titled "Small Incident" with a photo of a bar interior. The news card text says: "3 December 2025 Incident at Austin Bar: Attempted Robbery Security Alert Yesterday an incident occurred at our bar in Austin, Texas involving a grou...". Below the news card is a "Search People" input field and a table showing two user profiles: Abigail Clark (Human Resources Assistant) and Alan Metcalfe (Sales Assistant). To the right of the news card is a "Current Weather" box for Brighton, UK, showing a sun icon, 5°C, and a calendar for December 2025. Below the weather box is an "Intranet Advice" section with links to "How to do remote performance reviews using your intranet Intranet Advice" and "How to use Discuss to boost collaboration in your Polls &amp; Surveys".

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 for the 'claromentis' application. The top navigation bar includes links for Home, Company, Meet the Team, Department, Dashboards, E-Form Examples, Learning, Projects, and Book a Demo. The top right corner shows the current time (09:19) and a notification icon with a red '11'. The main content area is titled 'People > My settings' and has a sub-section titled 'Change password'. It contains three input fields: 'Old Password', 'Password', and 'Confirm Password'. A note below the 'Old Password' field states: 'New password must be at least 8 characters long.' A 'Save My Settings' button is located at the bottom of this section. The top navigation bar also features tabs for 'Authentication' (which is active), 'Notification settings', 'Interface', 'What's New' options, and 'Location & timezone'.

- **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 under the 'Notification settings' tab. The top navigation bar and tabs are identical to the previous screenshot. The main content area displays a message: 'Notifications are configured in "Communication" application'. Below this message is a single checkbox labeled 'Notify me when my own documents have been updated, moved or deleted'. A 'Save My Settings' button is located at the bottom of this section.

- **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:

- Workplace
- Workplace Muted
- Private Tour
- Creative (joyfresh)
- Wide Screen
- E-forms and Workflows
- Compliance Theme
- Digital Signage
- Learning Management Platform
- Franchise Management
- 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**

Tags: [intranet](#), [people](#), [user guide](#), [profile](#)