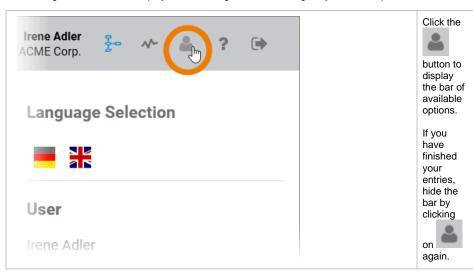
User Preferences

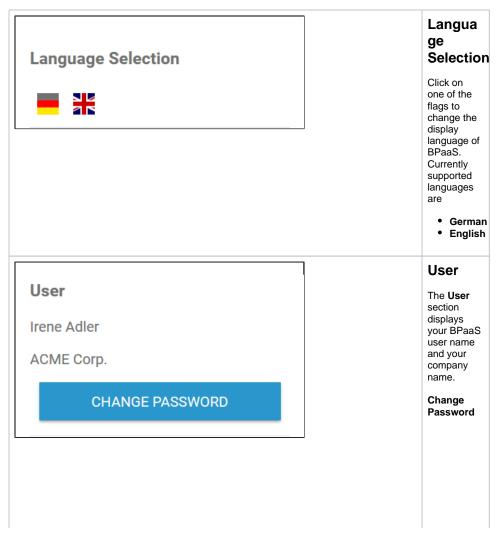
Showing the User Preferences

In the navigation bar of the cockpit you can manage the user settings of your BPaaS profile.





Options Overview



Use the button to define a new new password for your BPaaS account. For a detailed description, see section Changing the the Password.



Options Open Links in New Tab RESET INTRO

Options

In the **Optio ns** section,
you can
define
various
features of
your BPaaS
user
interface.

Open Links in **New Tab** Use the slider to set how links should be opened in BPaaS: In a new browser tab (right position of the switch) or in the current browser tab

(left position).

Reset Intro
If you press
this button,
the cockpit
quick start
guide will
appear
again after
the next
login. This
way, you
can have
the tour
through the
cockpit's
functionalitie
s displayed
again at
any time.

Version

PAS 19.1.1

Version

The Version section displays the version number of S cheer PAS on which you are currently working.

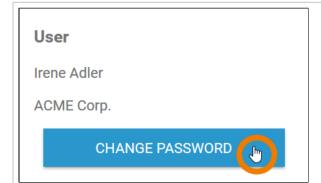
User preferences saved.

Storage Message

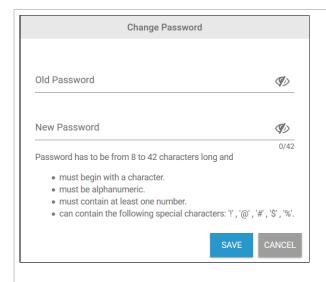
You can make changes to the user settings directly in the sidebar. As soon as an action is complete and the change has been saved successfully , the following message will appear:

User preference s saved.

Changing the Password



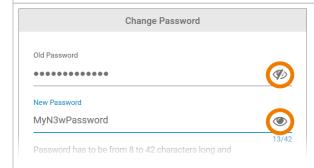
If you want to set a new password for your BPaaS account, click on the button Ch ange Password .



Enter your old password and a new password in the fields provided and click **Save**.

Make sure that...

... your password is between 8 and 42 character s long. ... your password starts with a character. ... your password is alphanum eric. ... your password contains at least one digit. ... your password contains only the permitted special character s (!, @, #, \$, %)



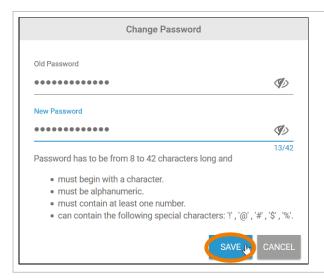
The icon



A click on the icon



makes your entries visible.



If you have finished, do not forget to save your entries.