User Preferences

Showing the User Preferences

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

![Navigation bar and user preferences panel showing Irene Adler, ACME Corp., Language Selection with German and UK flags, and User Irene Adler]	Click the ![user icon] button to display the bar of available options. If you have finished your entries, hide the bar by clicking on ![user icon] again.

Options Overview

![Language Selection panel with German and UK flags]	**Language Selection** Click on one of the flags to change the display language of BPaaS. Currently supported languages are • **German** • **English**
![User panel showing Irene Adler, ACME Corp. and CHANGE PASSWORD button]	**User** The **User** section displays your BPaaS user name and your company name. **Change Password**

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

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The BPaaS password can also be changed in the **User Settings** menu in the **Scheeer PAS** *Mobile* app.

Options

Options

In the **Options** 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 functionalities displayed again at any time.

Version

PAS 19.1.1

Version

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

	Storage Message
User preferences saved.	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 preferences saved.**

Changing the Password

		If you want to set a new password for your BPaaS account, click on the button **Change Password**.
User Irene Adler ACME Corp. CHANGE PASSWORD		

Change Password

Old Password

New Password

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Password has to be from 8 to 42 characters long and

- must begin with a character.
- must be alphanumeric.
- must contain at least one number.
- can contain the following special characters: '!' , '@' , '#' , '$' , '%'.

SAVE CANCEL

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 characters long.
... your password starts with a character.
... your password is alphanumeric.
... your password contains at least one digit.
... your password contains only the permitted special characters (!, @, #, $, %)

Change Password

Old Password

●●●●●●●●●●●●

New Password

MyN3wPassword

13/42

Password has to be from 8 to 42 characters long and

The icon

indicates that your entries are invisible.

A click on the icon

makes your entries visible.

Change Password

Old Password

●●●●●●●●●●●●● 👁

New Password

●●●●●●●●●●●●● 👁

13/42

Password has to be from 8 to 42 characters long and

- must begin with a character.
- must be alphanumeric.
- must contain at least one number.
- can contain the following special characters: '!' , '@' , '#' , '$' , '%'.

SAVE   CANCEL

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