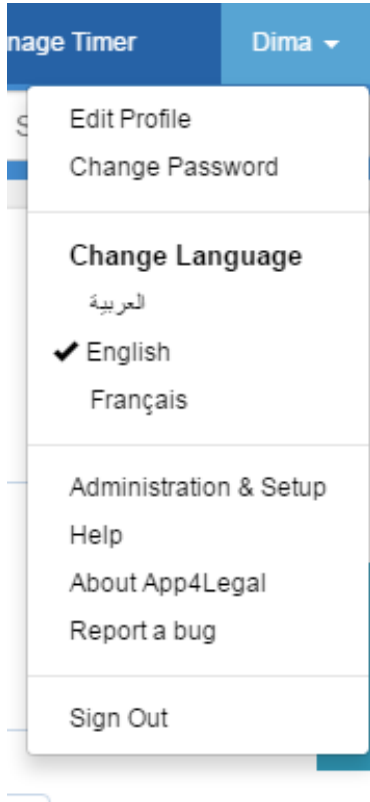


# Edit Your Profile

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## How to edit your profile?

You can edit your profile using the drop-down menu at the top-right of your screen under your username. Click on **Edit Profile**.



The Edit Profile action opens a form where the user can edit his/her basic information.



Save

Status

Basic Information Personal Information Address Comments

First Name\*

Last Name\*

User Group\*

Email\*

Save

In Basic Information tab a user can:

- Change Status
- Add a Picture
- Edit his/her name

- Edit his/her User Group
- Edit his/her Email address

The screenshot shows a user profile form with the following fields:

- Title:** Choose Title (dropdown)
- Gender:** Choose Gender (dropdown)
- Date Of Birth:** YYYY-MM-DD (text)
- Nationality:** Choose Nationality (dropdown)
- Job Title:** Job Title (text)
- Website:** Website (text)
- Phone:** Phone (text)
- Mobile:** Mobile (text)
- Is Lawyer:**
- Father:** Father (text)
- Mother:** Mother (text)
- Member of:** Start Typing (search bar) and Legal Department (dropdown)
- Fax:** (text)

Buttons: Save (bottom left), Feedback (right side with upward arrow).

In the Personal Information tab a user can:

- Add a Title
- Add Gender
- Add Mother and Father names
- Add DOB
- Add the Received by Teams in the Member of section and more
- In addition to adding Address and Comments in the next tabs.

#### **Change Password**

The user can change the password directly from the same menu by clicking on **Change Password**.

#### **Change Language**

The user can change the password directly from the same menu by clicking on **Change Language**. The Change Language will change the interface language whereas data entry fields will not be impacted. The language of data entry is configured directly from the user's keyboard. Multiple users can be using on the same App4Legal workspace and every user can set the interface language as desired.

#### **Access the Admin & Setup**

It's where configuration of the drop-down lists, User management, Default Values, Workflows and more are set.

#### **Help**

The Help redirects the user to the Documentation Center.

#### **About App4Legal**

This will display the version of App4Legal that you are working on.

#### **Sign out**

Signs the user out.