

# **GENESYS**

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# iWD Manager Help

**User Settings** 

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# User Settings

## User Settings

Timezone	America/Toronto (GMT-5) (+DST)	• 0	-04:00 (EDT)
Language	English (US)	• 0	
Date and time format	MM/DD/YYYY hh:mm:ss A	• 0	06/14/2019 02:34:42 AM
Date format	M/D/YYYY	• 0	6/14/2019
First day of week	Sunday	• 0	
Default Filter	Current	• 0	

This view lets you see and change some basic settings for your iWD Manager account. Refresh the display by clicking **Refresh**.

- 1. Select values from the drop-down lists for:
  - Timezone
  - Language
  - Date and time format
  - Date format
  - First day of week
  - Default filter
- 2. Click **Save** (top right) to commit the change.

#### You can also edit the Date and the Date and time format fields manually.

• Date—The **Date** format is used in filters as date attribute values.

 Date and time format—The Date and time format is used in the GTL's date and time, both in columns and as attribute values in details as well as in the task modification panels used to input date/time formats. You must use a valid format and you should not use the backslash (\) character. The default value is: YYYY-MM-DD HH:mm Z.

#### Important

All date or date+time fields display and/or retrieve their values in the timezone defined here for a user. Despite the timezone used, the absolute dates and/or times do not change.

# Default filter

The default filter is applied at the time when a user enters a Business Context in the Global Task List.

- 1. Set the Default Filter in User Settings.
- 2. Open the Global Task List and select a Business Context.
- 3. The chosen filter is applied by default.

#### Important

The default filter is applied only if there is a filter available in the Business Context's Tenant. Otherwise no filter will be applied.

## Set Password

Password	Enter old password
New password	Enter new password
Confirm password	Confirm new password

- 1. Click **Set Password** (top right of **User Settings** dialog) to reset your password.
- 2. In the dialog that opens (left), enter the current password, the new password and confirm the changes.
- 3. Click the **Set** button to commit the change.

#### **Related Links**

- Global Task List
- Filters
- Media Icons