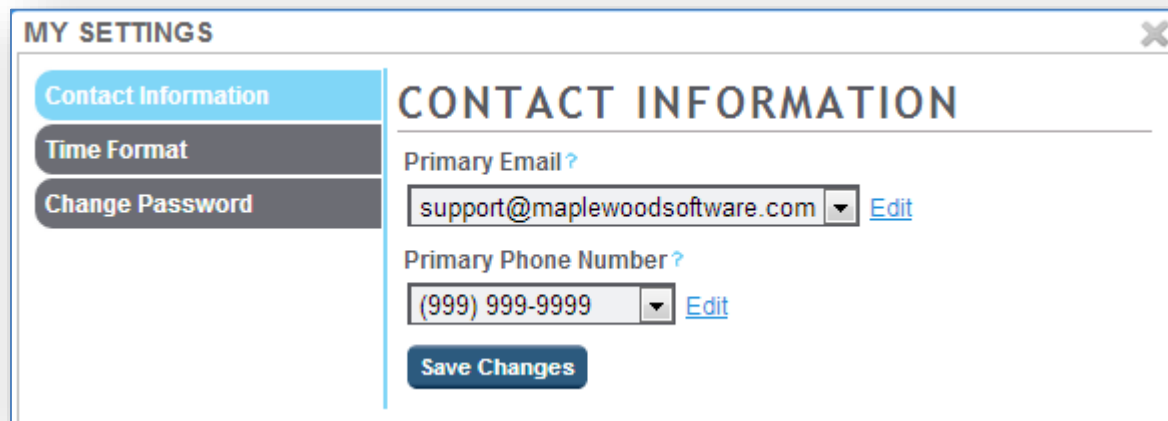


## My Settings

This reference guide provides an overview of the **My Settings** menu within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

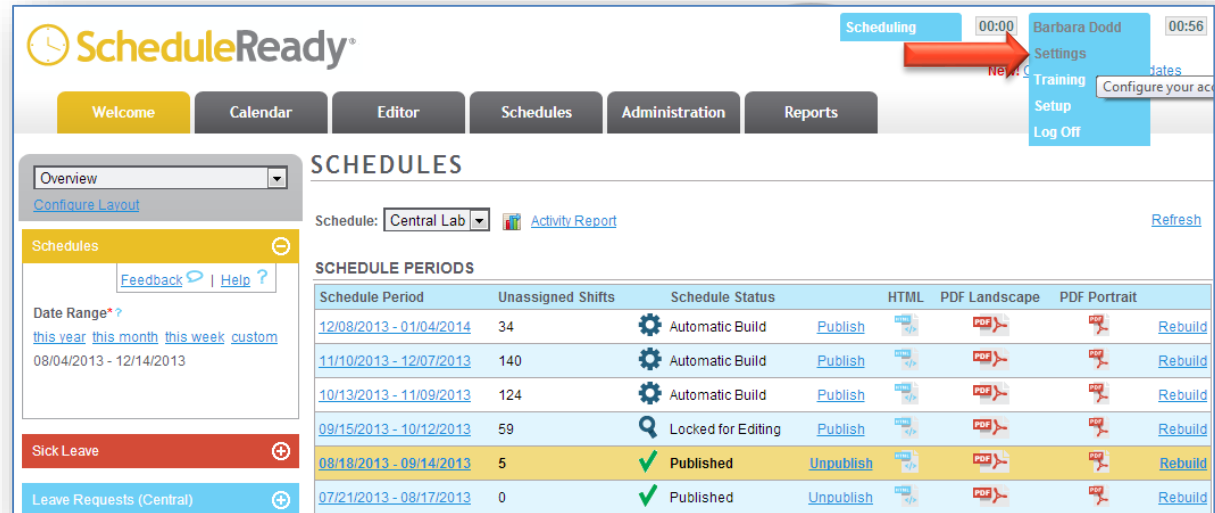
- 🕒 Change contact information
- 🕒 Change time format
- 🕒 Change password

A screenshot of a web application window titled "MY SETTINGS" with a close button in the top right corner. The window is divided into two main sections. On the left is a vertical sidebar with three menu items: "Contact Information" (highlighted in light blue), "Time Format", and "Change Password". The main content area on the right is titled "CONTACT INFORMATION" and contains two form fields. The first field is labeled "Primary Email?" and contains the text "support@maplewoodsoftware.com" with a dropdown arrow and an "Edit" link to its right. The second field is labeled "Primary Phone Number?" and contains the text "(999) 999-9999" with a dropdown arrow and an "Edit" link to its right. Below these fields is a dark blue button labeled "Save Changes".

# Change Contact Information

## Change Contact Information

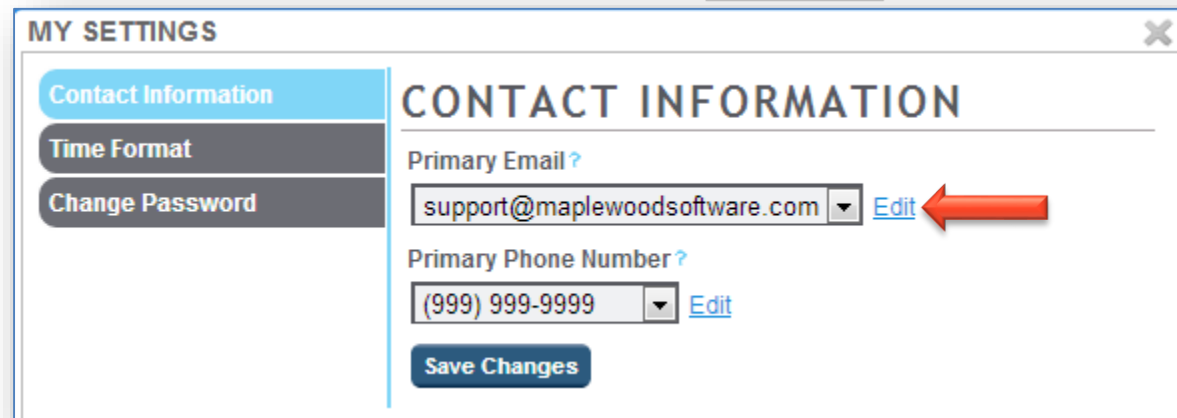
1. Select the **Settings** menu.



The screenshot shows the ScheduleReady dashboard. The top navigation bar includes 'Welcome', 'Calendar', 'Editor', 'Schedules', 'Administration', and 'Reports'. A user profile dropdown menu is open in the top right, showing the user's name 'Barbara Dodd' and a clock icon. The 'Settings' option is highlighted with a red arrow. Other options in the menu include 'Training', 'Setup', and 'Log Off'. The main content area displays 'SCHEDULES' for 'Central Lab' with a table of schedule periods.

Schedule Period	Unassigned Shifts	Schedule Status	HTML	PDF Landscape	PDF Portrait	
12/08/2013 - 01/04/2014	34	Automatic Build	Publish			Rebuild
11/10/2013 - 12/07/2013	140	Automatic Build	Publish			Rebuild
10/13/2013 - 11/09/2013	124	Automatic Build	Publish			Rebuild
09/15/2013 - 10/12/2013	59	Locked for Editing	Publish			Rebuild
08/18/2013 - 09/14/2013	5	Published	Unpublish			Rebuild
07/21/2013 - 08/17/2013	0	Published	Unpublish			Rebuild

2. Click the [Edit](#) link next to the **Primary Email** menu.



The screenshot shows the 'MY SETTINGS' dialog box. The 'CONTACT INFORMATION' section is active. It contains fields for 'Primary Email?' and 'Primary Phone Number?'. The 'Primary Email?' field is set to 'support@maplewoodsoftware.com' and has an 'Edit' link next to it, which is highlighted by a red arrow. The 'Primary Phone Number?' field is set to '(999) 999-9999' and also has an 'Edit' link. A 'Save Changes' button is located at the bottom of the dialog.

3. Click [New](#).

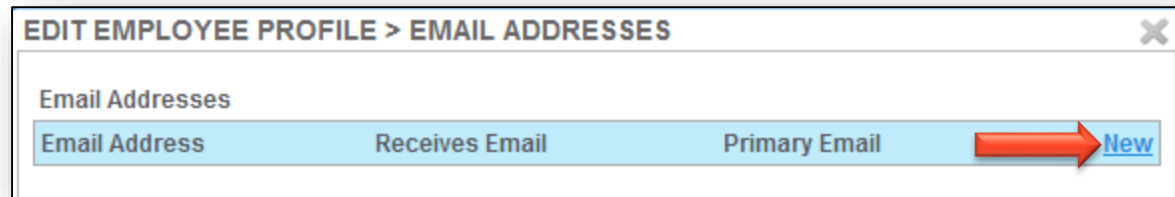
4. In the **Email Address** box, type your email address.

5. On the **Receives System Messages** menu click **Yes**.

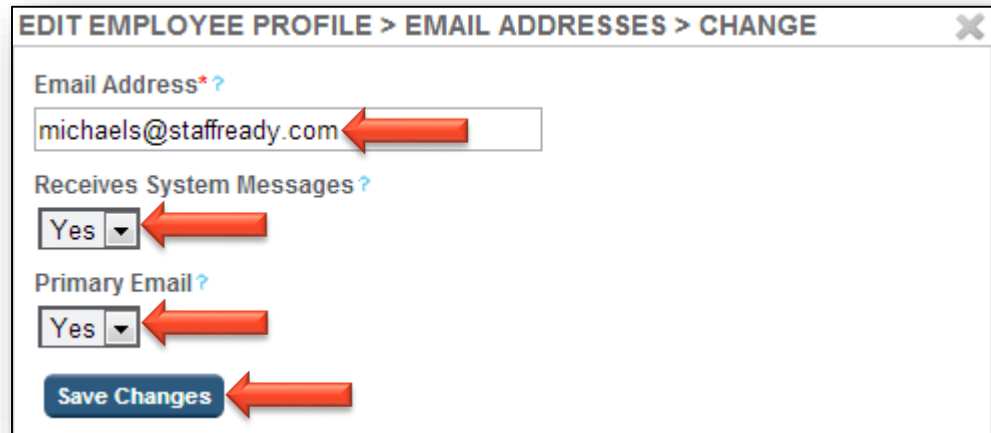
6. On the the **Primary Email** menu, click **Yes**.

7. Click **Save Changes**.

**Note:** if the email you are entering is ***not*** your work email, select **No** within the **Primary Email** menu.



Email Address	Receives Email	Primary Email	<a href="#">New</a>
---------------	----------------	---------------	---------------------



Email Address\* ?  
michaels@staffready.com

Receives System Messages ?  
Yes

Primary Email ?  
Yes

Save Changes



8. Click [change](#).

EDIT EMPLOYEE PROFILE > EMAIL ADDRESSES

Days System Messages are Received  
Daily [change](#)

**EMAIL ADDRESSES**

Email Address	Receives Email	Primary Email	<a href="#">New</a>
michaels@StaffReady.com	Yes	Yes	<a href="#">Remove</a> <a href="#">Edit</a>

9. Select the check boxes for the days of the week you wish to receive system emails.

EDIT EMPLOYEE PROFILE > EMAIL ADDRESSES > TIME SETTINGS

Day(s) To Receive Messages ?

Su  M  T  W  Th  F  Sa

[Save Changes](#)

10. Click **Save Changes**.

11. Click the [Edit](#) link next to the **Primary Email** menu.

MY SETTINGS

Contact Information

Time Format

Change Password

**CONTACT INFORMATION**

Primary Email ?  
support@maplewoodsoftware.com [Edit](#)

Primary Phone Number ?  
(999) 999-9999 [Edit](#)

[Save Changes](#)

12. In the appropriate **Phone Number** box, type the number that you prefer to be contacted by your schedule manager.

13. Click **Save Changes**.

EDIT EMPLOYEE PROFILE > EDIT PHONE NUMBERS

Phone Type	Phone Number	
<input type="text"/>	<input type="text" value="(999)999-9999 x306"/>	<a href="#">Remove</a>
Cell	<input type="text" value="(509) 555-5555"/>	<a href="#">Remove</a>
Home	<input type="text" value="(999)999-9999 x306"/>	<a href="#">Remove</a>
Mobile	<input type="text" value="(999)999-9999 x306"/>	<a href="#">Remove</a>
Work	<input type="text" value="(999)999-9999 x306"/>	<a href="#">Remove</a>

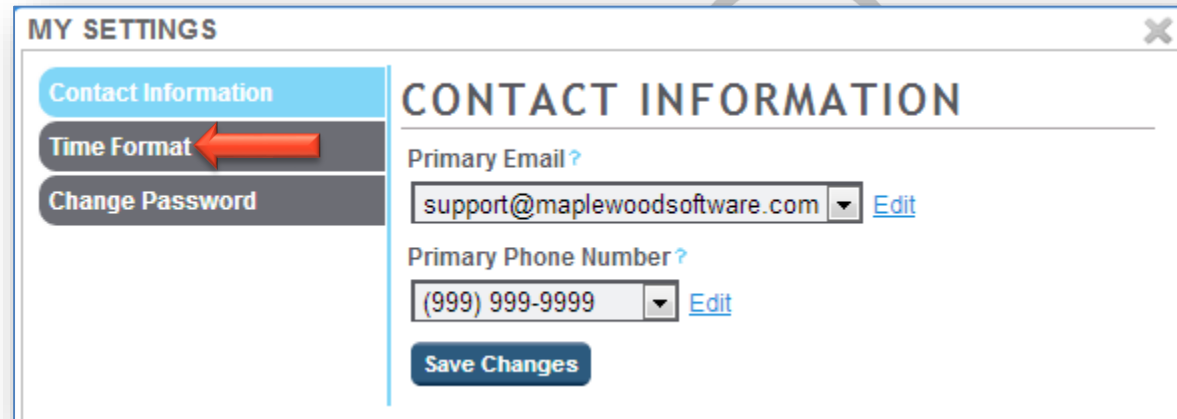
[Add Type](#)



## Change Time Format

### Change Time Format

- Select the **Time Format** side-tab menu.



MY SETTINGS

Contact Information

Time Format ←

Change Password

CONTACT INFORMATION

Primary Email ?

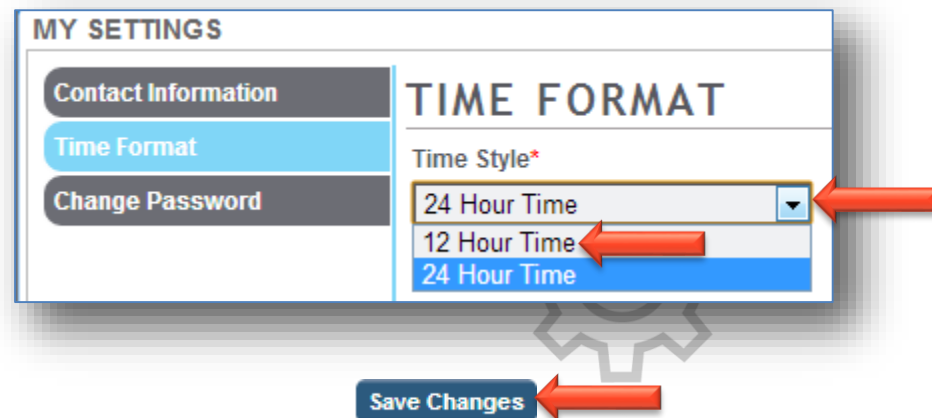
support@maplewoodsoftware.com Edit

Primary Phone Number ?

(999) 999-9999 Edit

Save Changes

- Select the **Time Style** Menu.
- Select the time style you would like your schedule shift assignments to be displayed.
- Click **Save Changes**.



MY SETTINGS

Contact Information

Time Format

Change Password

TIME FORMAT

Time Style\*

24 Hour Time

12 Hour Time

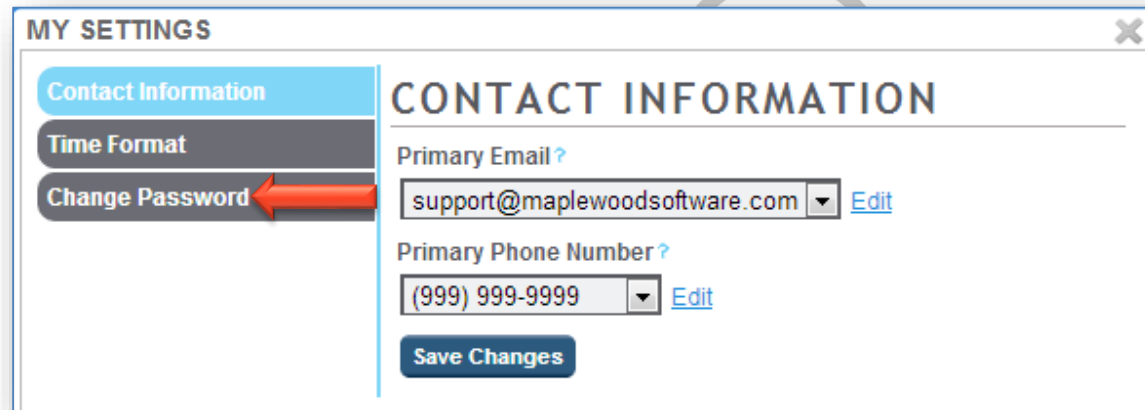
24 Hour Time

Save Changes

## Change Password

### Change Password

- Select the **Change Password** side-tab menu.
- Enter your current password into the **Old Password** field.
- Enter your new password into the **New Password** field.
- Enter your new password into the **Confirm New Password** field.
- Click **Save Changes**.



MY SETTINGS

Contact Information

Time Format

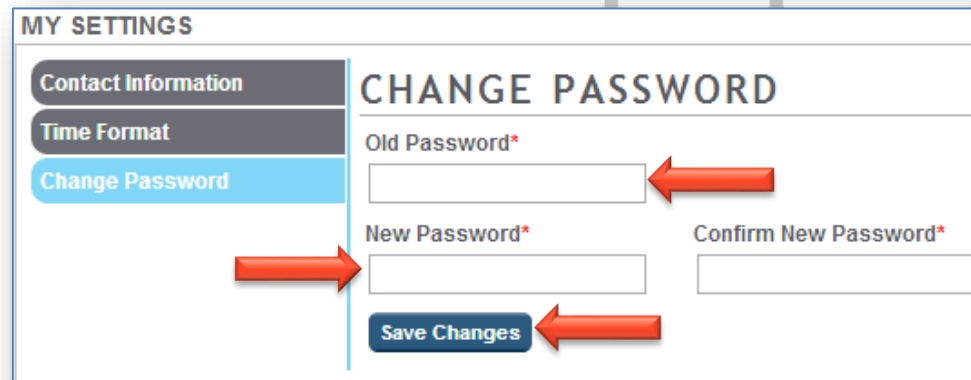
Change Password

### CONTACT INFORMATION

Primary Email? support@maplewoodsoftware.com Edit

Primary Phone Number? (999) 999-9999 Edit

Save Changes



MY SETTINGS

Contact Information

Time Format

Change Password

### CHANGE PASSWORD

Old Password\*

New Password\*

Confirm New Password\*

Save Changes