



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

## iWD Manager Help

[User Settings](#)

---

## Contents

- 1 User Settings
  - 1.1 User Settings
  - 1.2 Default filter
  - 1.3 Set Password

# User Settings

## User Settings

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

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

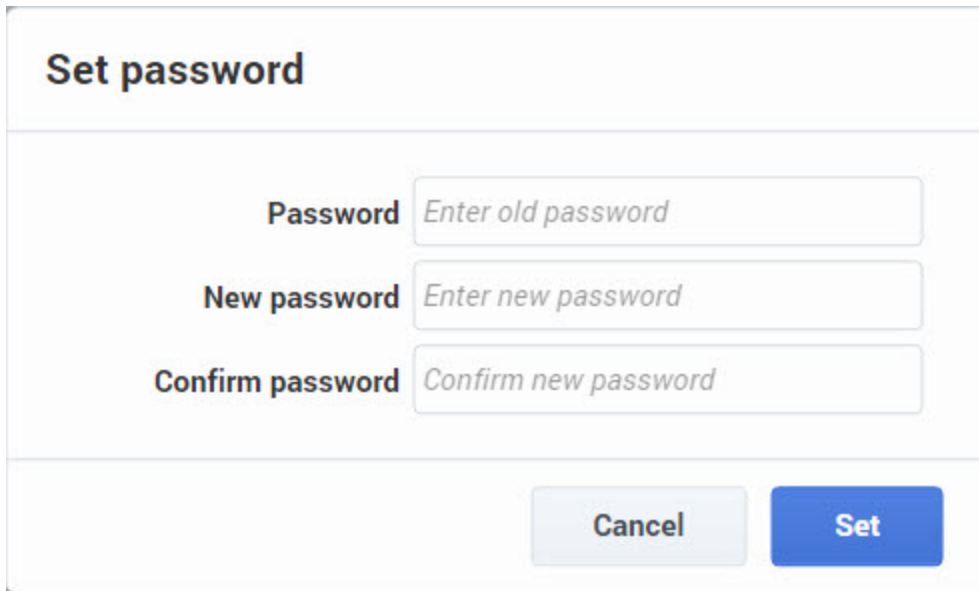
The default filter is applied at the time when a user enters a Business Context in the Global Task List.

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

A dialog box titled "Set password" with a light gray background. It contains three input fields stacked vertically. The first field is labeled "Password" and has placeholder text "Enter old password". The second field is labeled "New password" and has placeholder text "Enter new password". The third field is labeled "Confirm password" and has placeholder text "Confirm new password". At the bottom right of the dialog are two buttons: a light gray "Cancel" button and a blue "Set" button.

**Set password**

**Password**

**New password**

**Confirm password**

**Cancel** **Set**

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](#)
-