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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

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

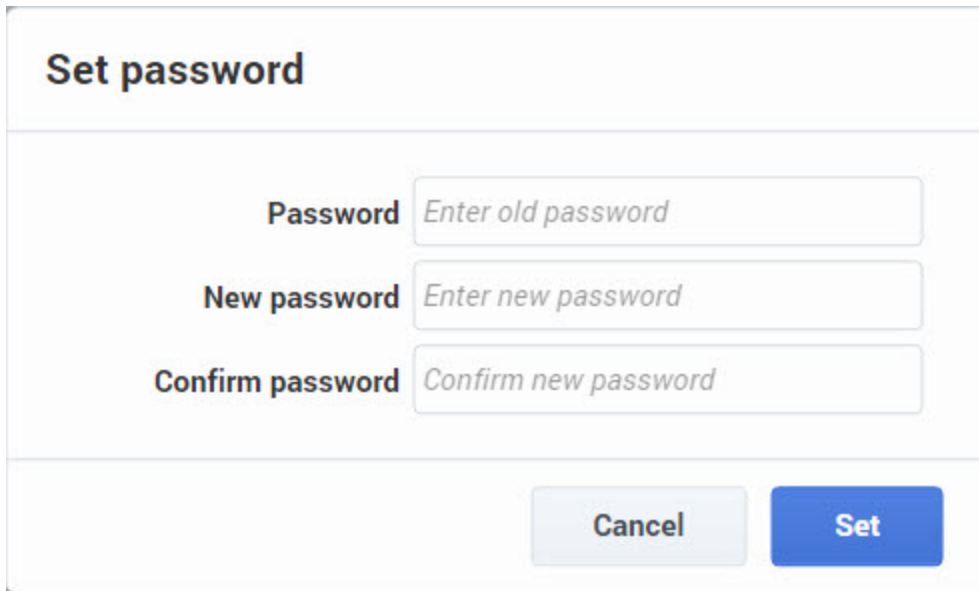
The default filter is applied at the time when a user enters a Business Context in the Global Task List.

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 the placeholder text "Enter old password". The second field is labeled "New password" and has the placeholder text "Enter new password". The third field is labeled "Confirm password" and has the placeholder text "Confirm new password". At the bottom right of the dialog, there 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](#)
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