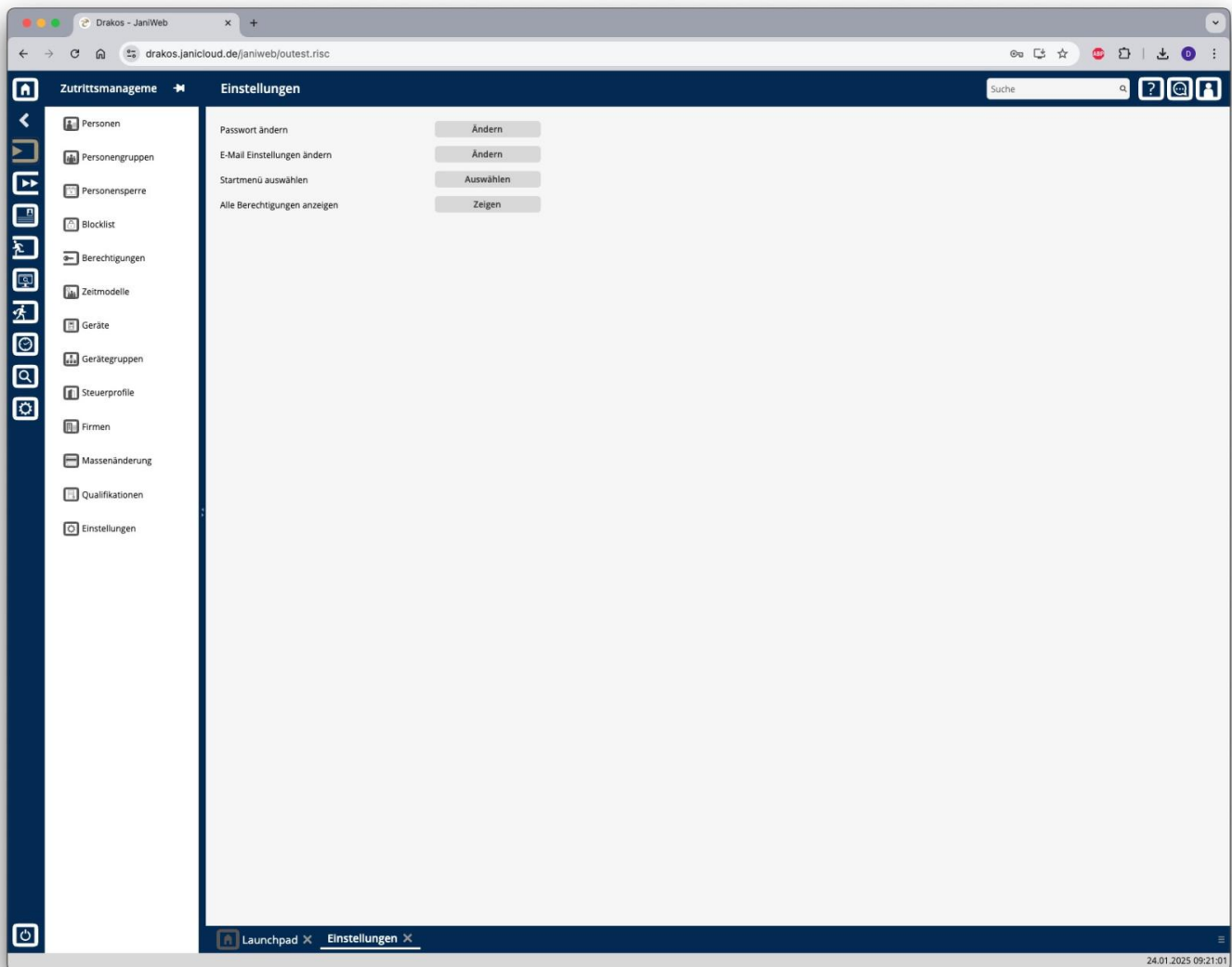# User Menu

Change password

- Press *Change* next to *Change password*.
- Set your new password and save the change.

Change email address

- Press *Change* next to *Change mail properties.*
- Enter your new email address and save the change.

Specify start menu

You can select a menu that opens automatically after logging in:

- Press *Choose* next to *Choose a start screen*.
- Select the desired menu item.

If nothing is selected here, the *Launchpad* opens by default after logging in.

Show permissions

To view your permissions within the application, press *Show* next to *Show all assigned permissions.*

Set deputy

As a supervisor, choose up to three *deputies* for yourself. During the substitution period, all workflow requests are also forwarded to the supervisor's deputy.

> This option is only available if you have logged in as an employee and are a supervisor.

Disable team calendar limitation

The team display can be limited by further criteria in the settings. Enable this option to remove such restrictions.

> This option is only available if you have logged in as an employee.

Show only direct employees

If this option is activated, you as a supervisor will only see the persons from the team for which you are the supervisor. Furthermore, you cannot see members of the team you are a member of yourself.

> This option is only available if you have logged in as an employee and are a supervisor.

Incognito mode

If this option is activated, you will not be visible to other members of your team in the team calendar, and you will not see members of your team in the team calendar.

> This option is only available if you have logged in as an employee.