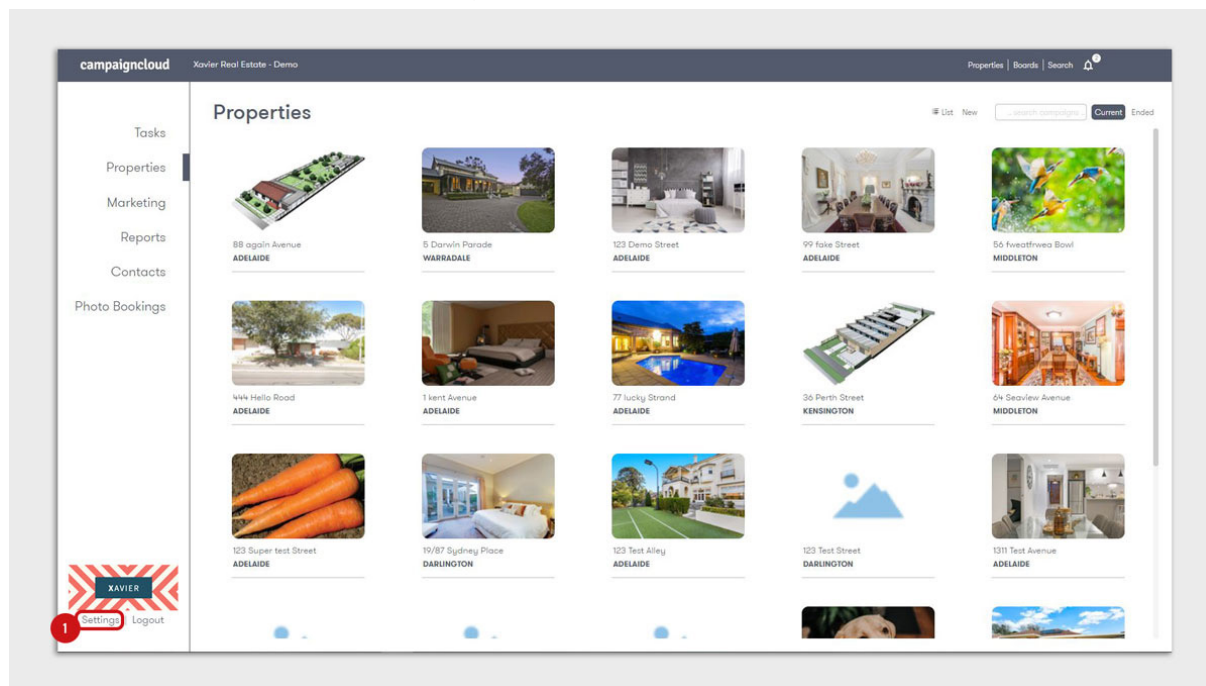


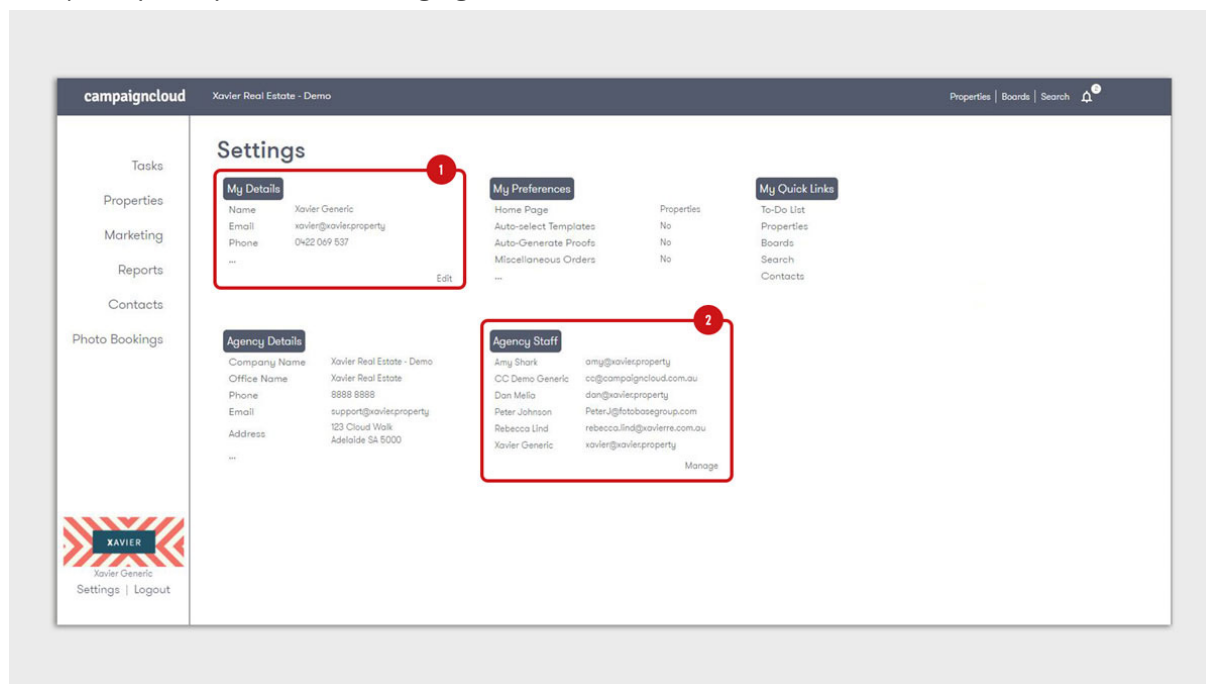
Settings

Editing office and staff information.

Log into your account and click on the **Settings** button in the bottom left corner to access this area.



The options you may need to edit are highlighted below:



Settings

My Details

When logged in, you have the ability to edit your own details.

Note: if your office shares one generic login, any details updated here will be updated for everyone.

By clicking Edit under the My Details section, your details will pop-up in an editable form for you to update, click the Update button at the bottom of this form to save your changes.

The screenshot shows the 'Edit My Details' form overlaid on the CampaignCloud settings page. The form is titled 'Edit My Details' and contains the following fields and options:

- Name:** First Name (Xavier), Last Name (Generic)
- User Type/s:** Sales Person (checked), Personal Assistant, Sales Manager, Auctioneer, Director, Office Manager
- Position:** (empty text field)
- Email:** xavier@xavierproperty
- Mobile:** (empty text field)
- Phone:** 0422 069 537
- Direct:** (empty text field)
- Fax:** (empty text field)
- Personal Assistant:** (empty text field)
- Username:** XavierGeneric
- Password:** (empty text field with a strength indicator)
- Policy:** Fatabase Users - Pro Skin
- Status:** Active

Red numbered callouts indicate: 1. Edit button, 2. Name fields, 3. Update button.

Agency Staff

All office staff are added to this section.

When adding staff, if they are salespeople or need to be selected on artwork, make sure the "Sales Person" box is ticked ON. All other information which is required is identified with an *.

The screenshot shows the 'Manage Staff' form overlaid on the CampaignCloud settings page. The form is titled 'Manage Staff' and contains the following fields and options:

- Name:** First Name (CC Demo), Last Name (Generic)
- User Type/s:** Sales Person (checked), Personal Assistant, Sales Manager, Auctioneer, Director, Office Manager
- Position:** (empty text field)
- Email:** cc@campaigncloud.com.au
- Mobile:** (empty text field)
- Phone:** 0422 069 537
- Direct:** (empty text field)
- Fax:** (empty text field)
- Personal Assistant:** (empty text field)
- Username:** CampaignCloudDen
- Password:** (empty text field with a strength indicator)
- Policy:** Fatabase Users - Pro Skin
- Status:** Active

Red numbered callouts indicate: 1. Manage button, 2. Name fields, 3. Update button, 4. Mobile field.

NOTE: Mobile field is not marked as required, however should always be completed.