

CRM SETTINGS

MY SETTINGS / ACCOUNT SETTING

Account Settings gives you the ability to change your **BPO** / **CRM** Password.

Ribbon Access: Webpage > http://[servername]:[portno]/BPOCRM/User.aspx

MY SETTINGS - ACCOUNT SETTINGS

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			©2019 CO3 Technologies (Pty) Ltd (3.5.5.1 / 3.5.5.1)		
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• Click on the *Settings* button to the right of your *UserName*.

- The session *Options* page will pop up.
- Click on *Settings*.



CCM BPO2 Test Environment	Judith Mudz	zengi 🍄 🅯
🔀 Dashboard		
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192.168.100.150:60005/bpocrm/MaintainConfig.aspx	©2019 C03 Technologies (Pty) Ltd (3.5.5.1 / 3.5.5.1)	

- The *Settings* screen will be displayed.
 - 1. The *Rental Fees* tab will be selected by default.
 - 2. Click on *My Account Settings* tab.

CCM BPO2 Test B	Judith Mudzengi 🌣					
🛱 Settings	2		🗲 🖹			
Rental Fees Quote Products	My Email Settings My Account Settings	My Sync Settings				
Select Rental Fees	 Bank Rental Evergreen Rental 	 □ Inhouse Rental ☑ Insurance 	☑ Loan ☑ Service			
🖺 Save						

• The *Change Password* details will be displayed.



- 1. Type in *Current Password*.
- 2. Type in the *New Password* and
- 3. *Confirm*, by typing the new password in again.
- 4. Click on *Save*.
- Note 1: If you don't see the Save button make sure your Settings screen is <u>max</u>-<u>imised</u>.
- Note 2: You can also use the Save icon at the top right of your screen to save changes.



• You will return to the *Dashboard*.



My Settings and Account Settings

CCM BPO2 Test Environment					Judith Mudzengi 🌣
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