

CRM SETTINGS

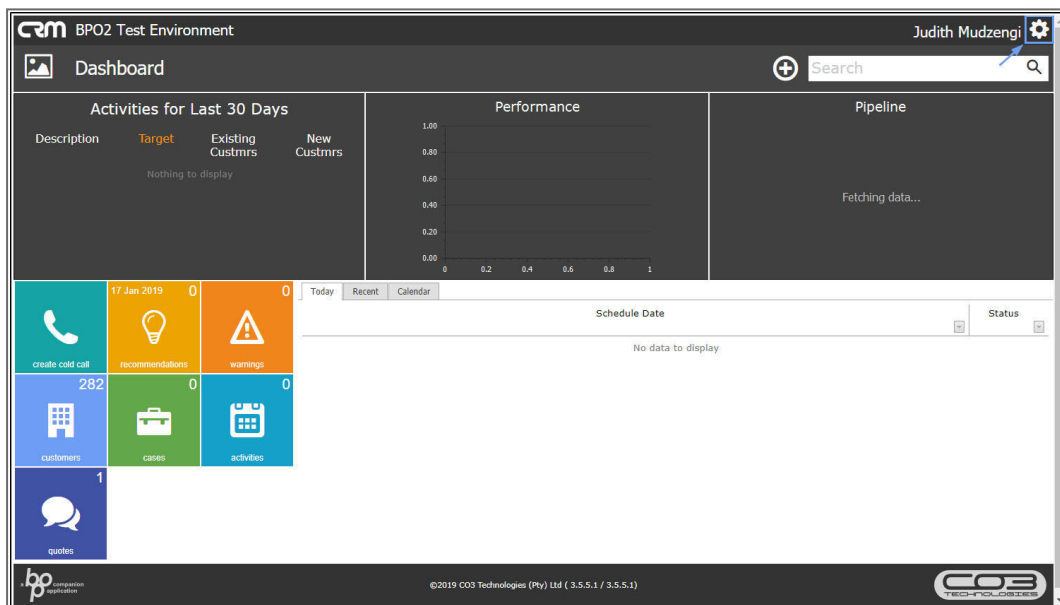
MY SETTINGS / ACCOUNT SETTING

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

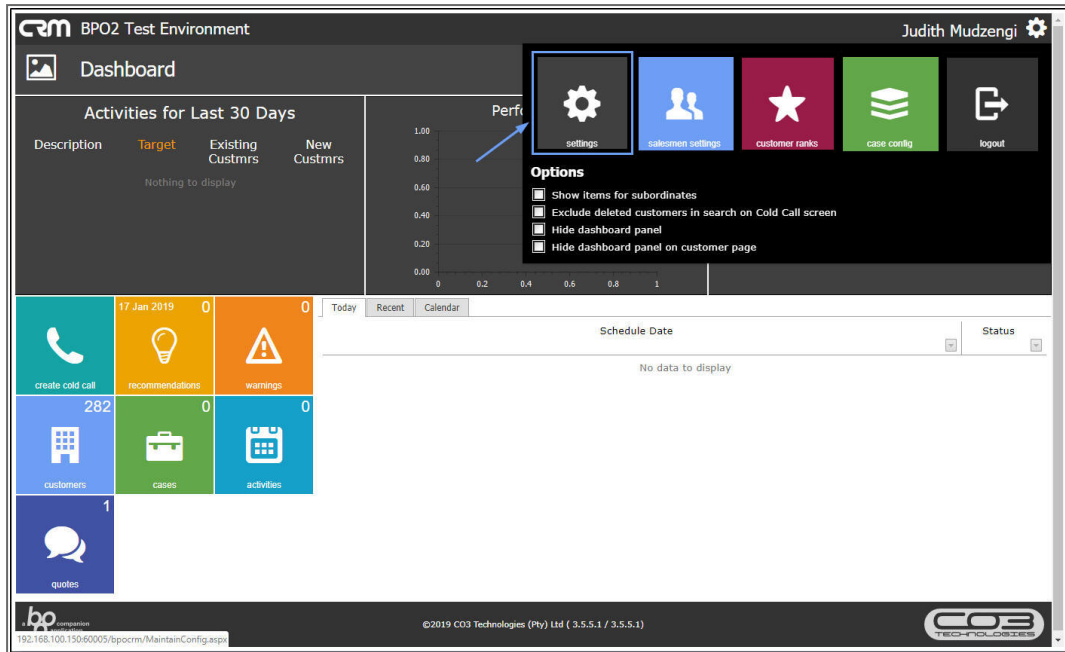
Ribbon Access: Webpage > [http://\[servername\]:\[port-no\]/BPOCRM/User.aspx](http://[servername]:[port-no]/BPOCRM/User.aspx)

MY SETTINGS – ACCOUNT SETTINGS

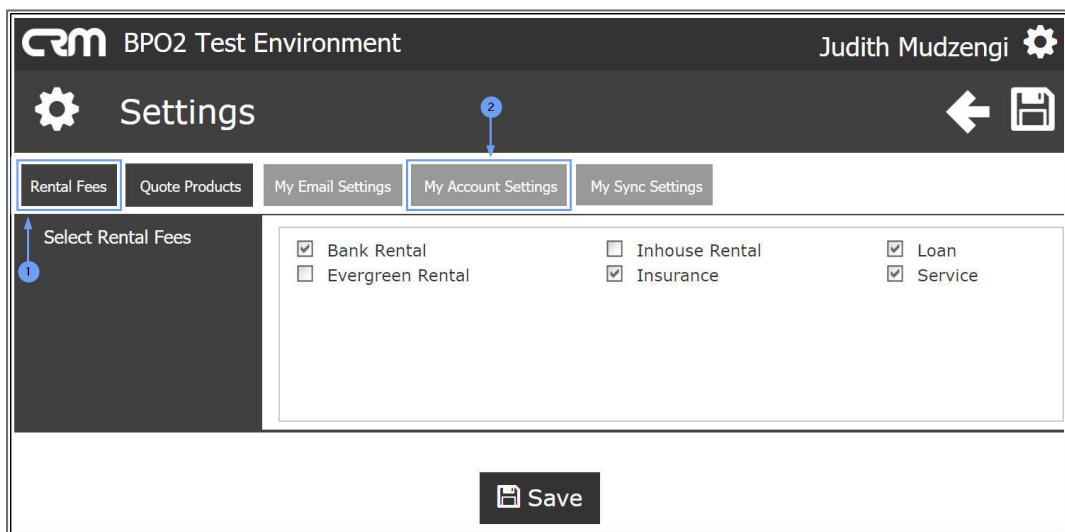
- Click on the **Settings** button to the right of your **UserName**.



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



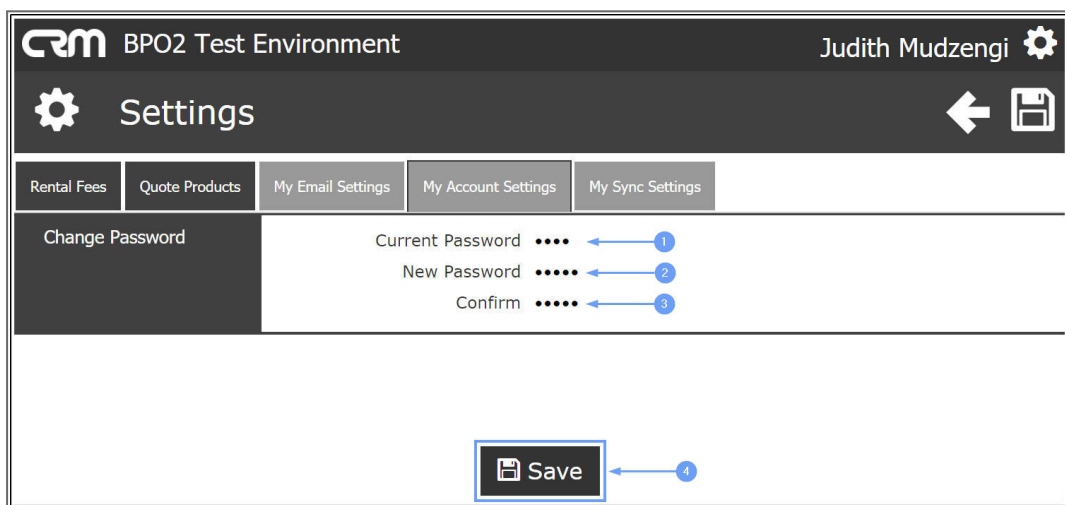
- The **Settings** screen will be displayed.
 1. The **Rental Fees** tab will be selected by default.
 2. Click on **My Account Settings** tab.



- 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 maximised.
- **Note 2:** You can also use the **Save** icon at the top right of your screen to save changes.



CRM BPO2 Test Environment Judith Mudzengi

Settings

Rental Fees Quote Products My Email Settings My Account Settings My Sync Settings

Change Password

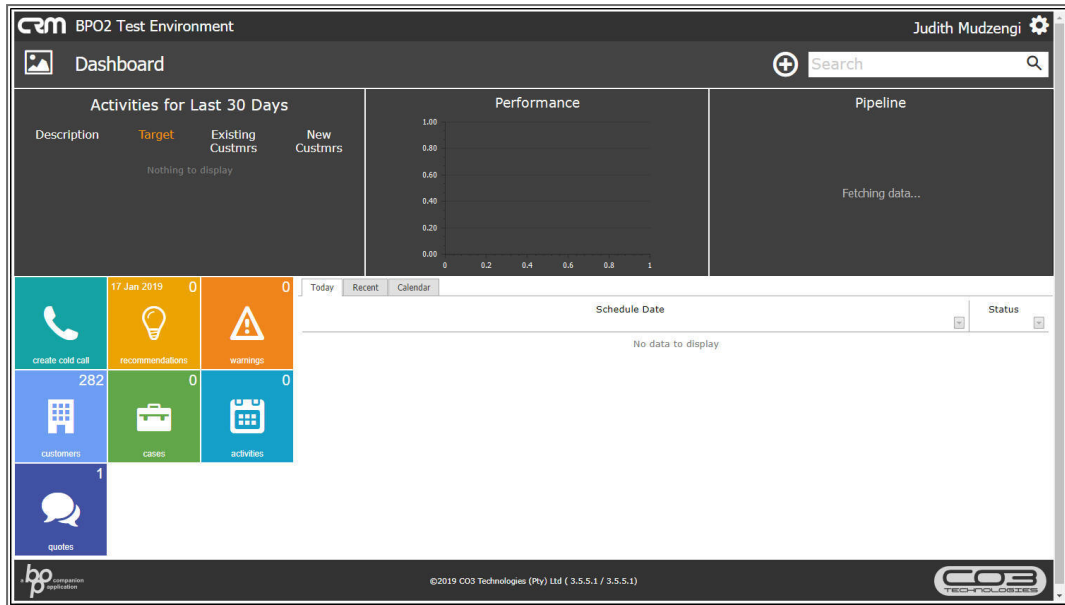
Current Password 1

New Password 2

Confirm 3

Save 4

- You will return to the **Dashboard**.



CRM.003.001