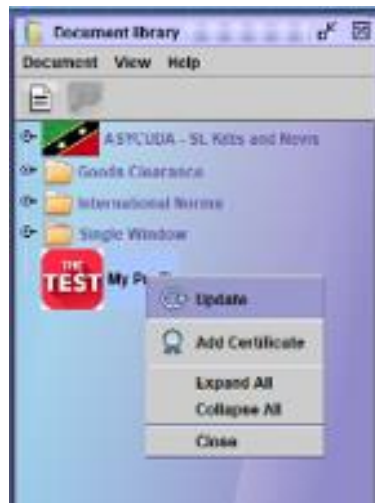


# 1. Configuring My Profile Application

**My Profile Application** is available to every user of the system. The **Shortcut** is in the **Document Library** and contains all the information filled-in in the **User Profile** application.

## 1.1. Changes allowed to the user

Go to **Document Library** -> and right click on the **My Profile** icon. Select the option **Update**.



### 1.1.1. Changing the password

The user is allowed to change his/her login password in the **User Authentication** section. This represents a good security measure that needs to be done on a time schedule based on the user's work environment.

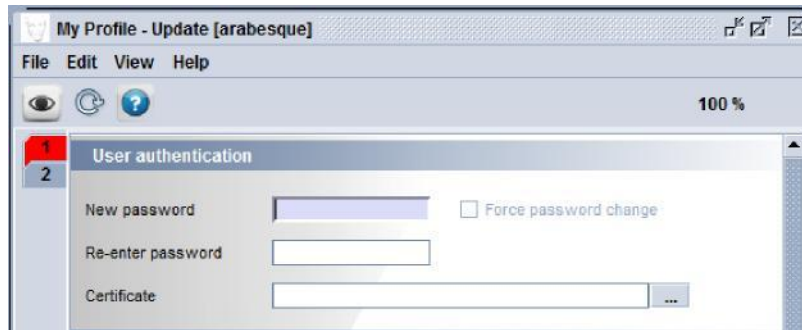


Figure 1 - My Profile, Authentication form, User authentication section

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## 1.1.2. Configuring the Desktop

Each user can customize their desktop from the **Preference** form.

This form contains five pages. The fourth page contains settings which affect the desktop for all users. The other four pages contain settings which affect the desktop only for the connected user.

*Page 1* contains four sections: **User interface**, **Desktop rules**, **E-mail rules** and **Historize Table Cache**.

### User Interface

**Look & feel, theme:** the user can set the colors of the desktop

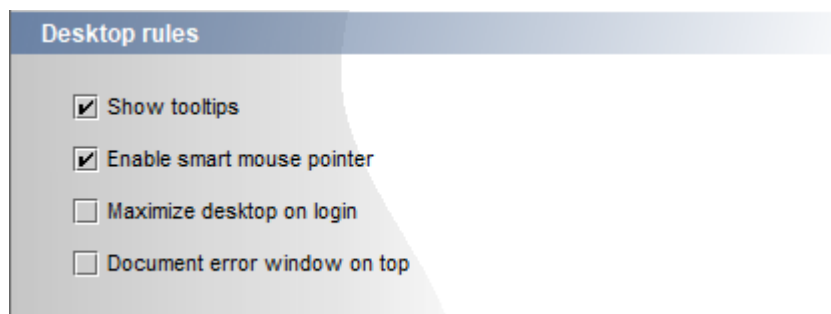
**Language:** users can change the language of the interface according to their needs

**Numerical type:** country numerical type



*Figure 2 - My Profile, Preferences form, User interface section*

### Desktop rules:

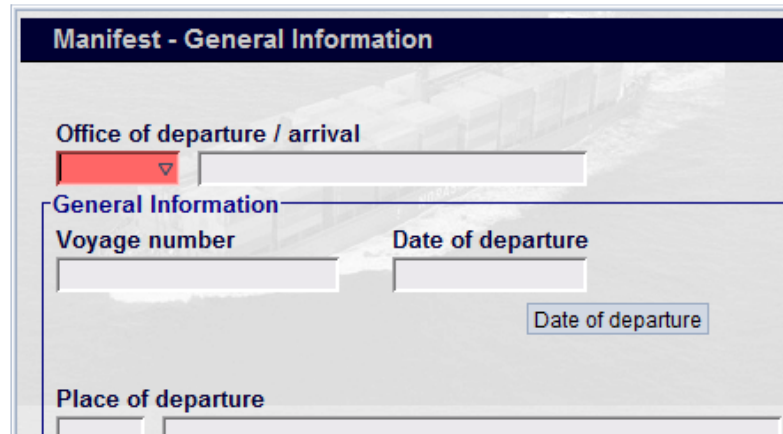


*Figure 3 - My Profile, Preferences form, Desktop rules section*

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**Show tool tips:** whenever you pass the mouse cursor over a field within the system's applications, the name of the respective field will appear besides the cursor, for instance, in the following example, “Date of departure”:



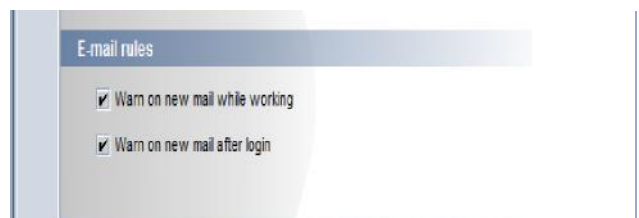
**Enable smart mouse pointer:** If smart pointer is on, the mouse cursor is automatically positioned on the default option of a dialog box, when the dialog box is displayed.

**Maximize desktop on login:** select this button in order to have a maximized desktop every time you open the application.

**Document error window on top:** always see the error window on top of all documents.

The **E-mail rules** section:

*Figure 1 - My Profile, Preferences form, E-mail rules section*



**Warn on new mail while working:** select this option in order to be warned while working within the system every time you receive a new e-mail.

**Warn on new mail after login:** select this option in order to be warned about the existence of new mail in your mailbox when you login to the system.

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Page 2: The **Computer performance** section

This page contains tools which affect the settings on the entire computer without making a difference as to what user is working at the computer.

You have the possibility to modify the processor speed and memory installed.

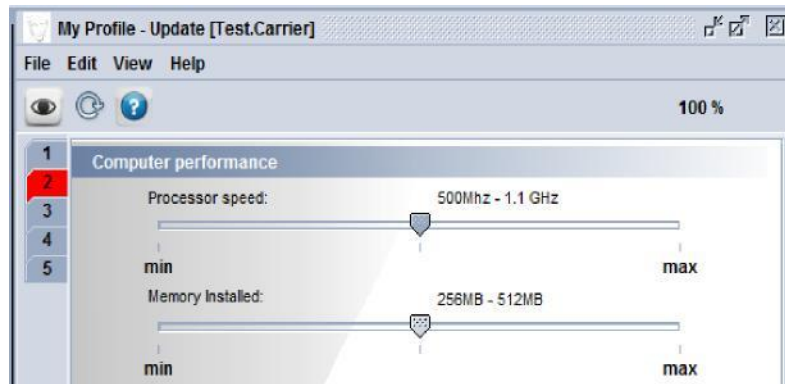


Figure 4 - My Profile, Preferences form, Page 2: Computer performance section

The **Settings** section:



Figure 5 - My Profile, Preferences form, Page 2: Settings section

**Enable animated icons:** you have the possibility to choose animated icons, if such icons are available.

**Enable colour gradation:** you have the possibility to choose colour gradation or not.

**Enable document zooming:** you have the possibility to allow zooming of the document.

**Maximum opened documents:** you have the possibility to establish the maximum number of opened documents.

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**Show windows while dragging:** you can see the contents of the window while dragging it.

**Enable unlimited desktop:** controls if the Desktop size should be limited the resolution of the screen or it can become an unlimited size function of the structure of data displayed.

## The Advanced Settings section:

The document and component pools are part of the optimization machinery of SOClass. What is costly - in terms of response time - is to instance an object, i.e. allocate memory for the object. What is smart is to have objects instanced before you need them and reusable, i.e. not destroyed, after you do not need them anymore. The pool is the place where you store objects that are currently unused, but allocated.

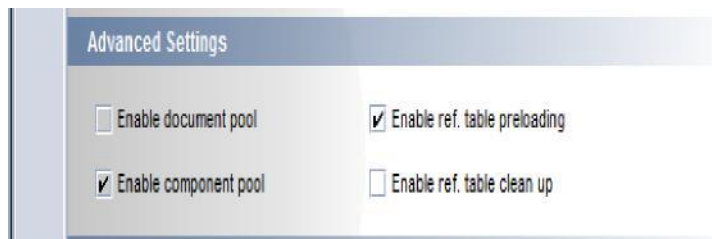


Figure 6 - My Profile, Preferences form, Page 2: Advanced Settings section

**Enable document pool:** The documents can be pooled only if #preloaded=yes is specified. If the **Enable document pooling** option is not checked, the document will be not pooled even if #preloaded=yes is specified.

**Enable ref. table preloading:** The option will be meaningful only if Client\_Preload\_Reference\_Tables is true. If Client\_Preload\_Reference\_Tables is false, reference tables will never be preloaded. **My Profile:**  
**Enable ref. table Clean up:** If the reference tables are not used, after some delay they can be moved out from the memory on low memory workstations. This is about all loaded reference tables (even if they are loaded by need with the document which uses them), not only about the preloaded reference tables.

**Enable reference table clean up:** Table pre-loading means that at login time, the client will load the table from the server for further lookup use. If not, the table will be loaded when needed (lazy initialization).

## The Local Computer section:



Figure 7 - My Profile, Preferences form, Page 2: Local Computer section

**Help in external browser:** select this option in order to have access to an external browser.

**Page 3 Remember keystore folder** controls if the system should or not remember the folder address (the physical location on the disk) from where it has loaded the files specific for the signature.

**Page 4** contains one section - **Screen Saver:**

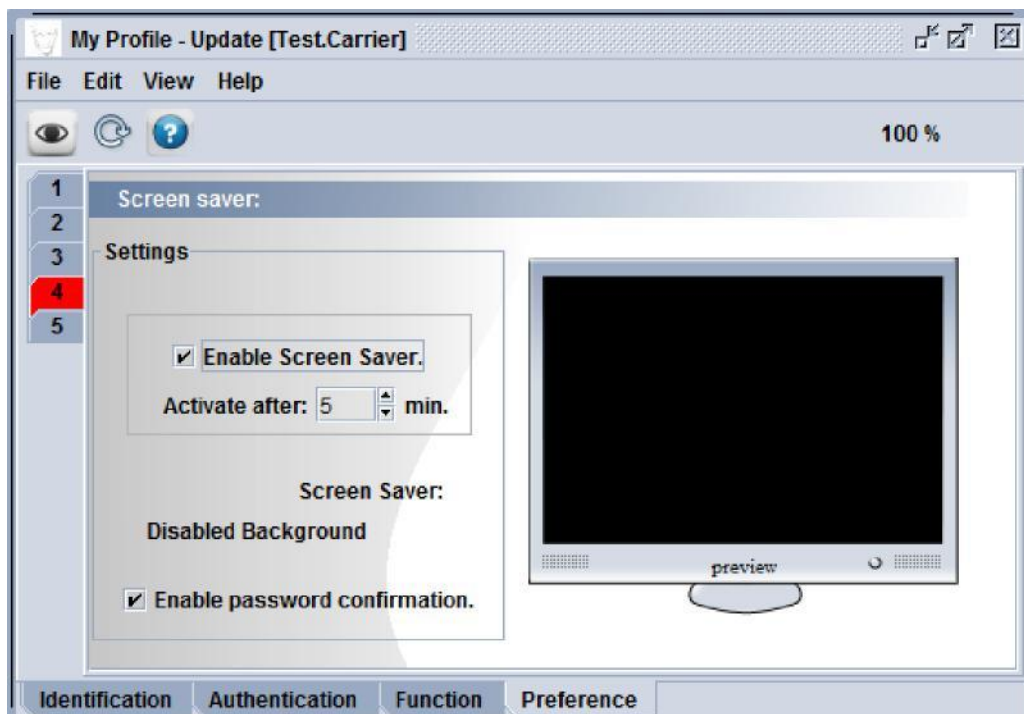


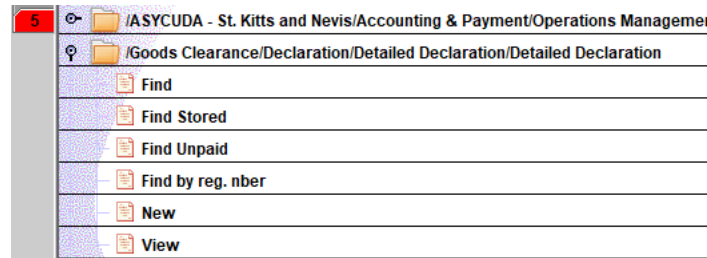
Figure 8 - My Profile, Preferences form, Page 3: Screen saver section

**Enable Screen Saver:** if you want to have a screen saver, click this option, then set the time to activate it in the field **Activate after**.

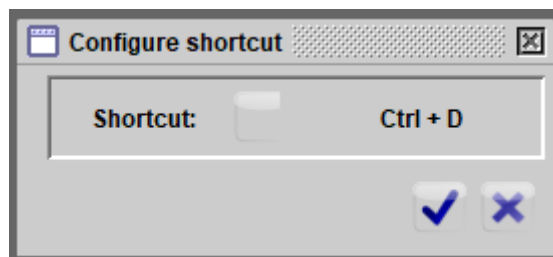
If you want to have a password-protected screen saver, click the box **Enable password confirmation**. The screen saver password will be the same as the login password for the respective user.

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Page 5: Adding **Short Cut** section: Expand your selection and click on your choice to add a short cut.

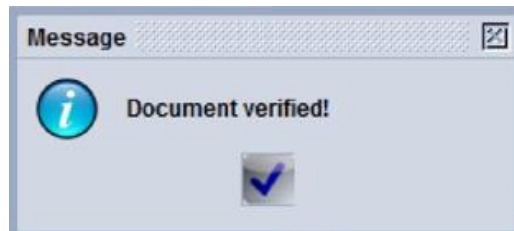


Then select the Edit option at the top right corner and enter your keyboard short cut.



## 1.2. Updating the user profile

Having filled-in or selected all the relevant fields, press the **Verify** button  from the toolbar to check for errors. If there are no errors, the system will display the following message:



Then, press the **Validate** button  from the toolbar to produce the changes:

