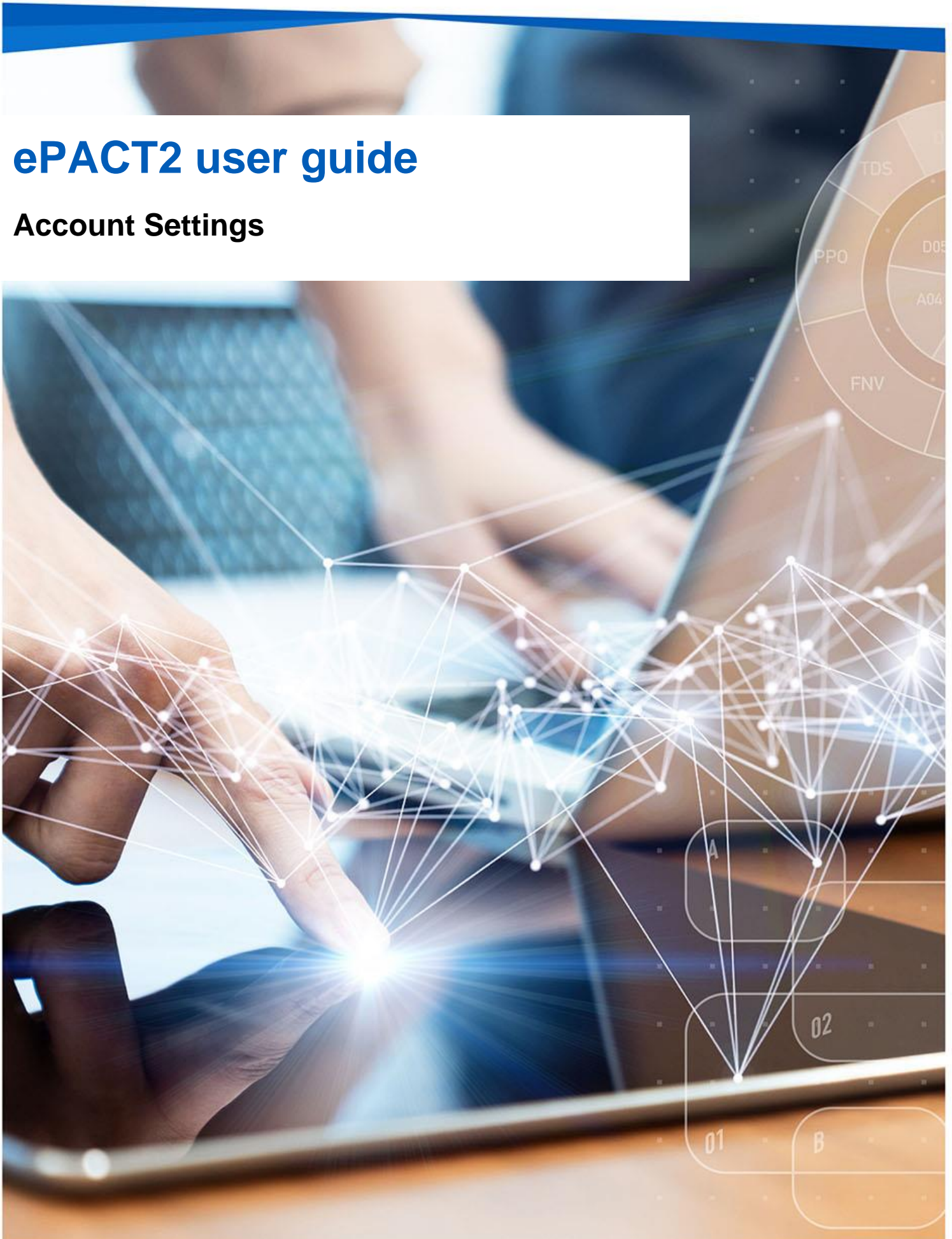


# ePACT2 user guide

## Account Settings



## **[Interactive Contents](#)**

Use this interactive contents list to jump straight to the content you want to see. Just click the titles below to go directly to that section:

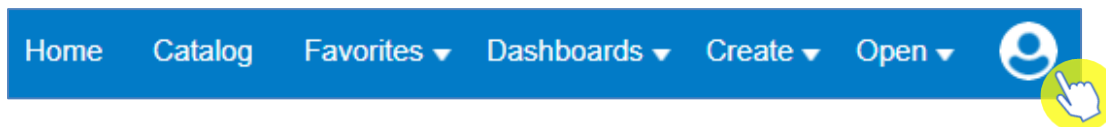
**[Contents](#)**

**[Account Settings](#)**

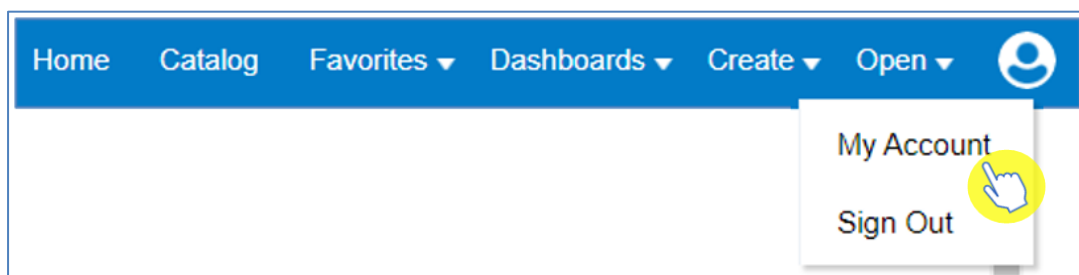
**[Getting more help](#)**

# Account Settings

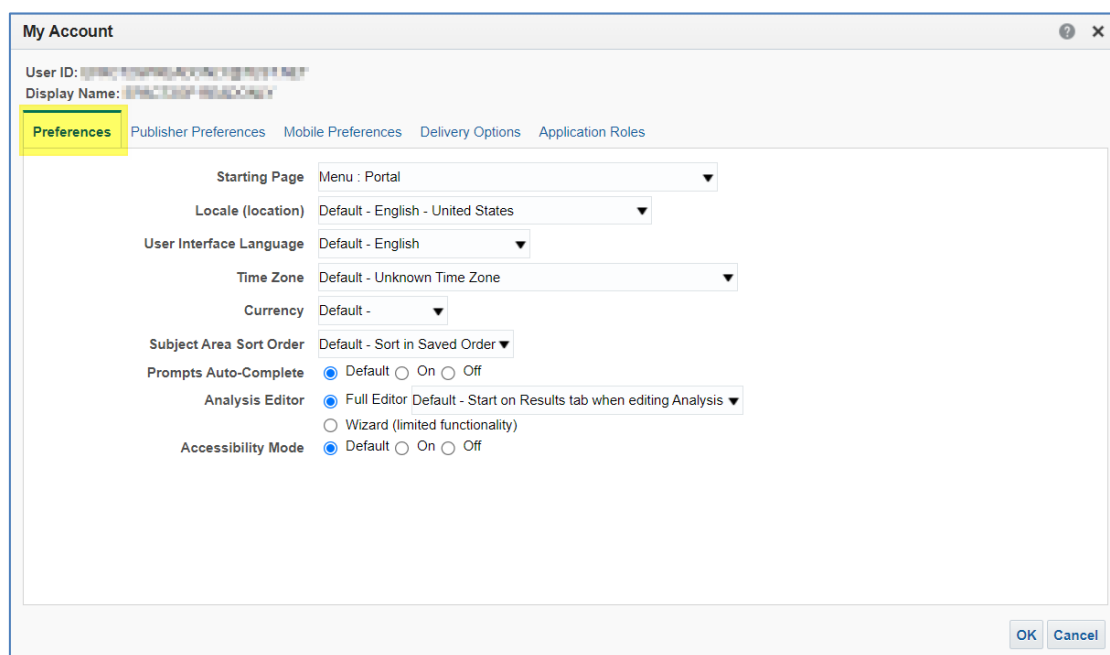
The account settings can be accessed by selecting the 'My Profile' icon.



You then need to select 'My Account'.



Within the preferences tab it is possible to change the default, so that when editing an analysis, it opens on the criteria pane as an alternative to it opening on the results.


A window titled 'My Account' with a close button (x) and a help button (?). Below the title bar, it shows 'User ID: [redacted]' and 'Display Name: [redacted]'. There are four tabs: 'Preferences' (highlighted in yellow), 'Publisher Preferences', 'Mobile Preferences', and 'Delivery Options'. The 'Preferences' tab contains several settings:

- Starting Page: Menu : Portal
- Locale (location): Default - English - United States
- User Interface Language: Default - English
- Time Zone: Default - Unknown Time Zone
- Currency: Default -
- Subject Area Sort Order: Default - Sort in Saved Order
- Prompts Auto-Complete:  Default  On  Off
- Analysis Editor:  Full Editor Default - Start on Results tab when editing Analysis  Wizard (limited functionality)
- Accessibility Mode:  Default  On  Off

At the bottom right, there are 'OK' and 'Cancel' buttons.

1. Select the drop down for 'Analysis Editor'.

Prompts Auto-Complete  Default  On  Off

**Analysis Editor**  Full Editor Default - Start on Results tab when editing Analysis ▼ 

Wizard (limited functionality)


Accessibility Mode  Default  On  Off

2. Select 'Start on Criteria tab when editing Analysis'.

Analysis Editor  Full Editor Default - Start on Results tab when editing Analysis ▼

Wizard (limited functionality) Default - Start on Results tab when editing Analysis

Accessibility Mode  Default  On  Off

Start on Criteria tab when editing Analysis 


Start on Results tab when editing Analysis

3. Select 'OK' to action the change.

Analysis Editor  Full Editor Start on Criteria tab when editing Analysis ▼

Wizard (limited functionality)

Accessibility Mode  Default  On  Off

OK Cancel 

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## Getting more help

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### **Additional training material and user guides**

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our [ePACT2 user guides page](#)

### **Webinar sessions**

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our [ePACT2 training page](#)