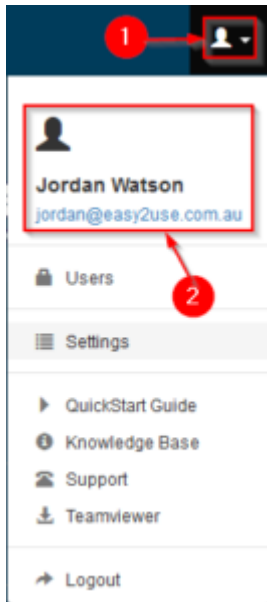


## 2. Setting up User(s) Profile

Access your user profile by left-clicking on your Username at the top right of the screen (1) and then clicking anywhere in the red box from the screenshot below (2):



Your user profile will load with options specific to your login:

## 2. Setting up User(s) Profile

### Profile Settings

<b>My Details</b>	<b>Send me daily emails on</b>	<b>User Settings</b>	<b>Password Reset</b>
First name <input type="text" value="John"/>	<input checked="" type="checkbox"/> Monday	Maintenance Default Dashboard <input type="text" value="Admin Snapshot"/>	Password <input type="password"/>
Last name <input type="text" value="Citizen"/>	<input checked="" type="checkbox"/> Tuesday	Employee Default Dashboard <input type="text" value="Admin Snapshot"/>	Password confirmation <input type="password"/>
Time zone <input type="text" value="(GMT+10:00) Sydney"/>	<input checked="" type="checkbox"/> Wednesday	Compliance Default Dashboard <input type="text" value="Admin Snapshot"/>	
Language <input type="text" value="English (Australia)"/>	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Auto expand more information	
	<input type="checkbox"/> Saturday		
	<input type="checkbox"/> Sunday		

[Update Profile](#)

### Maintenance Dashboard

Dashboard	Visible?
Registrations Due	Yes
Reminders Due	Yes
Service Due KM	Yes
Service Due DAYS	Yes
Service Due HOURS	Yes
Repairs Open Dashboard	Yes
Tyres Open Dashboard	Yes

### Employee Dashboard

Dashboards	Visible?
Employee Reminders Due	No
Medicals Due	No

### Compliance Dashboard

Dashlet	Visible?
Books Due	No
Mass Due	No
Reviews Due	No
NCR Due	No
COF Due	No

### 2.1 Reset your Password

Once you receive your login information, it's a good idea to reset your password.

To reset your password, follow these steps:

[Reset your password](#)

### 2.2 Configure Email Notifications

You may enable the option to receive an overnight email with all dashboard information and

## 2. Setting up User(s) Profile

if you are using the Prestart app, you can configure if you would like to see Prestart notifications as well:

[Enable/Disable Nightly Emails](#)

[Prestart Integration Settings](#)

### 2.3 Displaying Dashboard Information

Each user may decide which dashboard notifications should be displayed on the screen and in the nightly email (if enabled):

[Configure your dashboards](#)

### 2.4 Setup Users and User Access

You can add more users to Gearbox as required. At anytime you can modify the level of access that a user has for each section. For example, you probably won't give the workshop access to employee records.

[Setting Up New Users](#)

Next up: [System Settings](#)