

# 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:

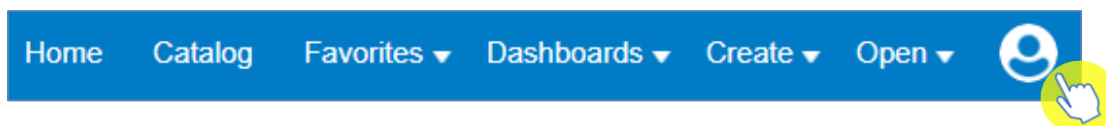
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**[Account Settings](#)**

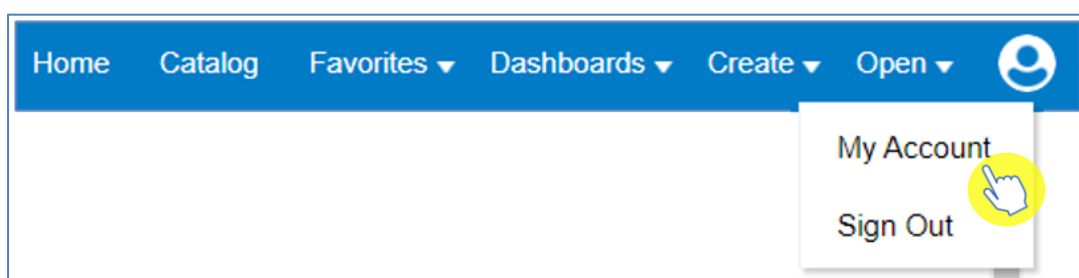
**[Getting more help](#)**

# Account Settings

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



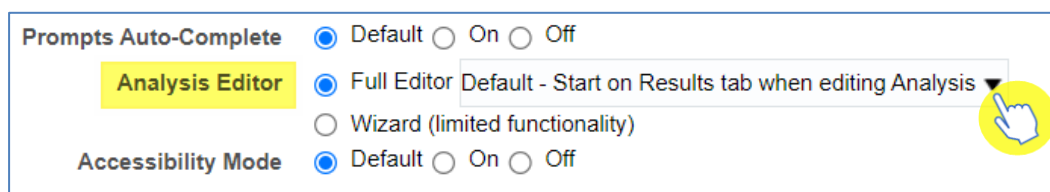
You then need to select 'My Account'.



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 (?). It shows user information: 'User ID: 12345678901234567890' and 'Display Name: ePACT2 USER'. Below this 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 selected, with On and Off options), 'Analysis Editor' (Full Editor Default - Start on Results tab when editing Analysis selected, with Wizard (limited functionality) as an alternative), and 'Accessibility Mode' (Default selected, with On and Off options). At the bottom right are 'OK' and 'Cancel' buttons.

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



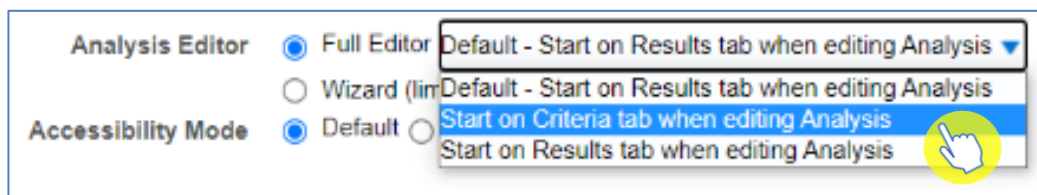
Prompts Auto-Complete ☒ Default ☐ On ☐ Off

**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)

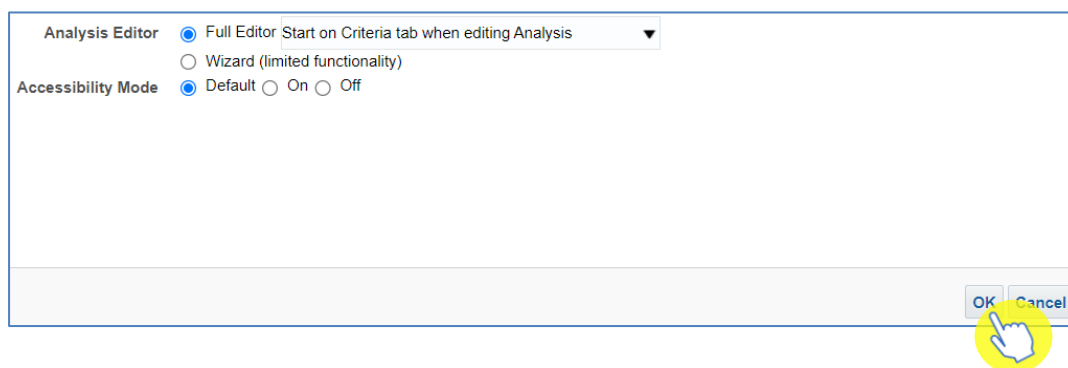
Accessibility Mode ☒ Default ☐ On ☐ Off

Default - Start on Results tab when editing Analysis

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.

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