ELGPN Database of Initiatives and Practices
Good to know about your user account
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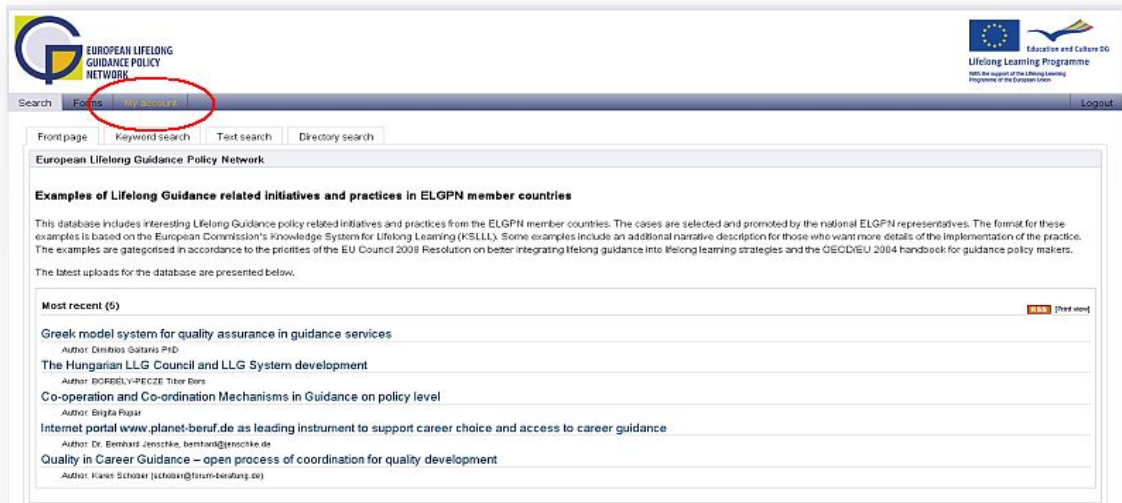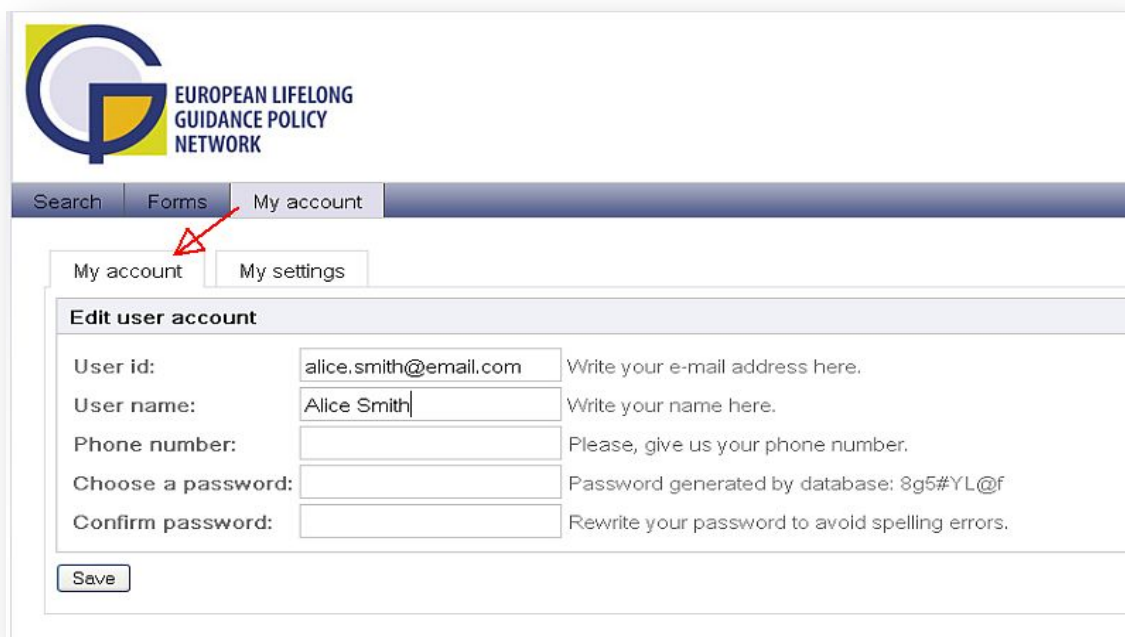
Good to know about your user account

1. When you are logged in the database, you can change the details and settings of your account. Choose first **"My account"** tab from the upper bar (picture 1);
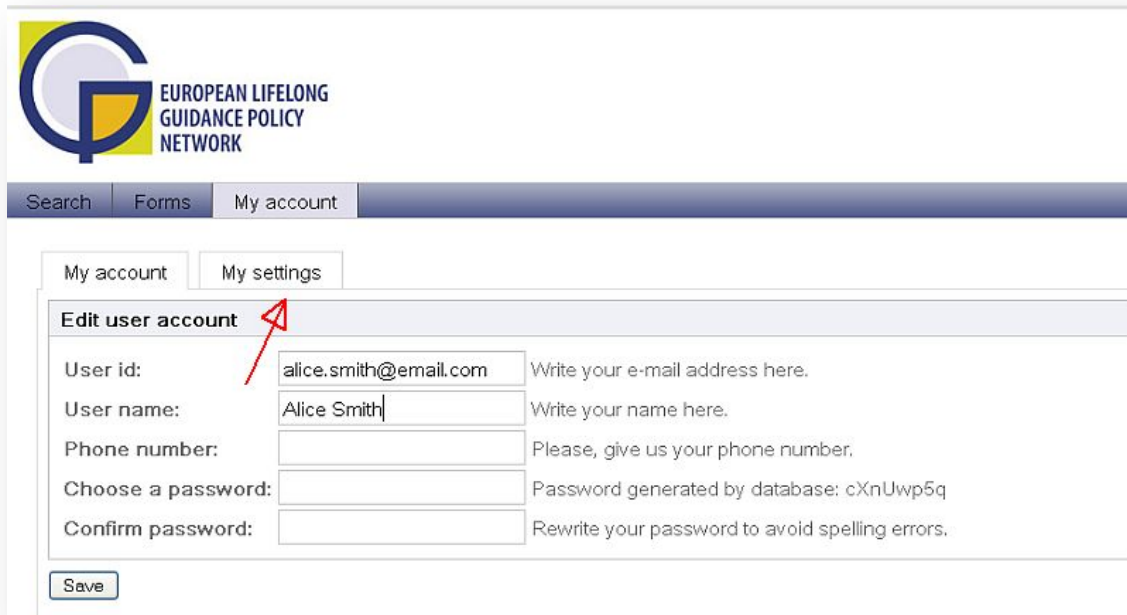

Picture 1: "My account" tab in the main page

2. You can change your password or other user details in **"My account"** -tab (picture 2);

Picture 2: "My account" tab in "My account" page

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3. You can modify your settings by choosing **"My settings"** (picture 3);

Picture 3: My settings –tab

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4. At the "**My settings**" –page you can change common settings and settings for publishing (see picture 4).

Picture 4: My settings

Logout confirmation

This configuration does not work in ELGPN database.

Directory titles

You can choose if both directory titles and directory subtitles appear when you make a search. If you want to see directory subtitles as well, tick in the box "Show directory subtitles". If you do not want to see directory subtitles, leave the box empty.

Language settings

You can choose the language. There are two options: English and Finnish.

Date format

You can choose the format of date from four options.

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Forms

With this setting you can choose whether you want to publish forms by defaults or not, i.e. forms can be published by default or by confirming the publishing by ticking the "Publish form"-box. In the first option, the box is automatically chosen.

Publish in end user view

These settings concern whether the attached files can be shown to the end user or not. There are three options:

1. "On by default" means when filling in a form all "Shown in end user view" boxes are automatically chosen;
2. "Off by default" means when filling in a form all "Shown in end user view" –boxes are not chosen;
3. "Off by default with images" means when filling in a form all "Shown in end user view" – boxes are not chosen when attaching an image.

The default value is the first one and normally there are no needs to change it. NB! It is always possible to prevent showing the attached file in end user view by removing tick from the box.

Before closing or moving to another page remember to save the changed settings!