

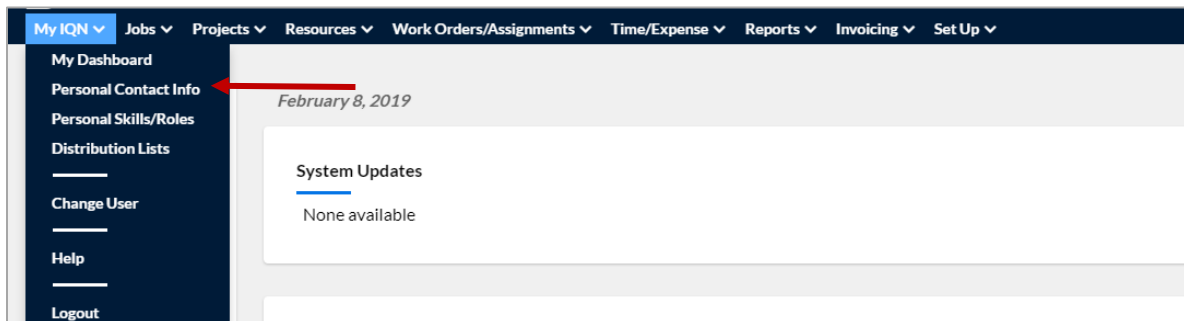


IQN User Profile and User Preferences Settings

This job aid includes step-by-step instructions on how to update your User Profile information and how to set your User Preferences in IQNavigator. System-generated notifications and reports are sent based on the information in your profile record so it is important to keep your profile information accurate at all times.

To update your user profile:

1. Log in to IQNavigator using your user name and password. Your Home dashboard appears.
2. Hover over the **My IQN** tab in the Header Menu bar and click **Personal Contact Info**. The Personal Contact Info screen displays.



3. Review your profile record and make updates if needed.
 - **First Name** – Update as needed.
 - **Last Name** – Update as needed.
 - **Title** – Pick from the selection list.
 - **Standard Email** – Update as needed. IQN uses this email address for all system-generated notifications.
 - **Default Fields** – These fields auto-populate based on your supplier firm's organization profile.
 - **Primary Phone**
 - **Country**
 - **Address Line 1**
 - **State**
 - **Zip Code (Postal Code)**

NOTE: Required fields are marked by a **red asterisk (*)**. Fields where you pick from a selection list have a down arrow (▼). Click the arrow to scroll through the list and make your selection.



Personal Contact Info

Actions: Save Cancel

Basic Information

Salutation: <-- select value --> ▼

First Name:* _____

Middle Name: _____

Last Name:* _____

Suffix: _____

Title:* _____

Email Addresses

Standard Email:* _____

Critical Email: _____

Phone Numbers

Primary Phone:* _____

Additional Phone Numbers: Add New

Primary Address

Country* Netherlands ▼

Address Line 1* _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Town/City* _____

County: _____

Postal Code* _____

Additional Address

Add New

Actions: Save Cancel

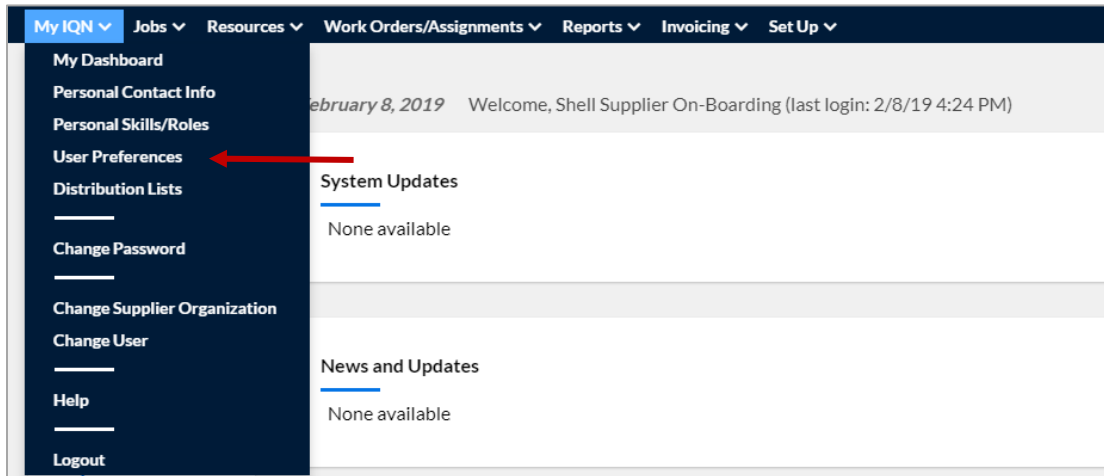
* Indicates a required field.

- Click the **save** button (Save) in the Actions section when your changes are complete. The system returns to your home dashboard.




To update user preferences:

1. Log in to IQNavigator using your user name and password. Your Home dashboard appears.
2. Hover over the **My IQN** tab in the Header Menu bar and click **User Preferences**. The User Preferences screen displays.



3. Review the settings and make adjustments as needed. Settings you should review include:
 - **Locale** – Use the selection list to pick your “home” location.
 - **Time Zone** – Use the selection list to pick your “home” time zone.
 - **List Page Display Default** – The default setting is “10”. If you set this to a higher value, then you decrease the number of display pages for long lists. ⚠️ If you set the value too high, then the system response time could be impacted.
 - **Display column titles when scrolling** – This controls whether the column headers remain visible when you scroll down through long list screens (similar to the “freeze header row” option in Excel®).

NOTE: Preference options vary based on your assigned user role(s).
4. Click the **save changes** button () in the Actions section when your adjustments are complete. The system returns to your home dashboard.