

## User Profile Properties

The first tab of the user-profile window provides access to the general properties of an user.

The screenshot shows a window titled 'User' with a green header bar. Below the header are tabs for 'Properties', 'Profile', 'Absence', 'Absence rules', and 'Password'. The 'Profile' tab is active. The form contains the following fields:

- Name:** pm
- Firstname:** Prozess
- Lastname:** Manager
- Email:** pm@tim234.de
- Blocked:**
- Last login:** 12/18/2015, 11:27 AM
- Login count:** 41
- Client language:** en-US
- Groups:** AV, Controlling, Dispo, Einkauf, Entwicklung, Entwicklungsprüfer, Konstruktion, Lager, pm, QS, Service, Vertrieb
- Roles:** administrator, deployer, guest, member, processdesigner, processmanager, rulesadministrator, starter

A 'Save' button is located at the bottom right of the form area.

Field	Description
<b>Name</b>	Enter the user name. The user name can be chosen freely. This is the name used for the formal log-in procedure.
<b>Firstname</b>	Enter the first name of the employee who is the user.
<b>Lastname</b>	Enter the surname of the employee who is the user.
<b>E-mail</b>	Enter the e-mail address at which the user will receive messages (e.g. about the assignment of new tasks).
<b>Blocked</b>	This check box indicates if a user is being blocked at the moment. A blocked user is not able to login.
<b>Last login</b>	This field indicates the date and time of the last login.
<b>Login Count</b>	The number of logins to TIM is documented here.
<b>Client Language</b>	The selected language for a user is indicated in this field.
<b>Groups</b>	The group membership of an user is depicted here.

Field	Description
<b>Roles</b>	Roles and rights of a user can be assigned using this field. Several entries can be selected simultaneously by clicking on them while holding down the "ctrl" key. For further information, please refer to <a href="#">rights</a>

The following fields are mandatory to provide full unrestricted access: Name, Firstname, Lastname, E-mail.

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