My Profile

In Fuse, users can view and set their user profile and preferences in the profile section. To manage you profile, follow these steps:

Login to Fuse using your admin credentials.

- Click on the "My profile" icon.
- Click on the "Settings" option.
- Click on the profile section on the left-hand side.

Here, users will get the following two sections:

Personal details:

Username and email address section will be auto populated.

- Enter your first name (for example- James)
- Enter your last name (for example- Simon)
- Enter your preferred name (for example- Simon)
- Enter your contact number (for example- +1 111333998)
- Enter your official email address (for example- xyz@abc.com)

Language and format:

This section allows users to set language, date and number format in MDO.

- Enter your preferred language.
- Enter your suitable time zone.
- Enter the format in which you want to see the date.
- Enter the format in which you want to see the time.
- Number format- Select the relevant numeric convention.
- Grouping- Add a separator to separate groups of thousands.
- Decimal separator- Add a separator to separate the integer part from the fractional part of a number written in decimal form.

Click on the 'Change password tab to change your existing password.

Click on the digital signature option to add your digital signature.