



Quick Guide: Personal Settings

Set project and notification settings that will make Inertia more efficient

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Paul Stefanski
[My Account](#) [Support](#)

Admin Dashboard Comm & Msg Project Photos Submittals RFI's Change L

Widgets Users Projects My Project Settings My Project Files Proliance User A

Click My Account in the top left

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Basic Information

First Name: [text input]
 Last Name: [text input]
 Username: [text input]
 Password: [text input]
 Address: [text input]
 City: [text input]
 State: [text input]
 Zip: [text input]

Contacts

Telephone 1: [text input]
 Telephone 2: [text input]
 Email 1: pauls@projectinertia.com
 Email 2: [text input]

Settings

Session Timeout: 1 Hour
 Default: CBRE Property 101

License/Certs

License/C... Issuing Authority License N... Issue Date Expire da...

Add personal information if desired then select your default project from the dropdown list of your active projects

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Save your selection properly before exiting

Save

Success
 Updated successfully
 OK

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Admin Dashboard Comm & Msg Project Photos Submittals

Widgets Users Projects My Project Settings My Project Files

Refresh the Dashboard and select My Project Settings

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Notification Settings

Select personal notification bubbles as desired based on type and frequency

Notification Type	Off	Live	Hourly	Daily
WAN Notification:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
WAN Revision:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
IR - New to QC:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IR - OPEN:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IR - Reschedule:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
IR - Reschedule Accepted:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IR - PASS:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IR - PENDING:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Save and you're done!

Save

Success
 Action performed successfully.
 OK

You're done!