

User settings

▼ [Content](#)

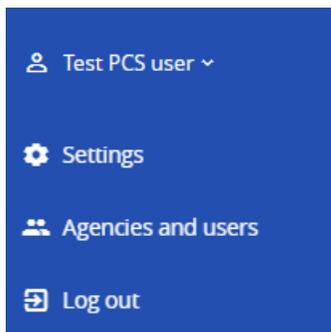
Introduction

This document describes how to configure your PCS account:

- Change your password
- Edit your contact details
- Personalize your settings

Where to find it?

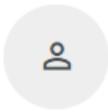
Click your profile in the top right corner to access the "Settings". In the "Settings", you can personalize your profile.



Settings

consists of:

- User info
- Contact info
- Personal settings

<p>User info</p> <div style="text-align: center;">  testuser </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Change password"/> </div> <hr/> <p>Name PCS user Test</p> <p>Agency LTE Hungária Vasúti Árufuvarozó é...</p> <p>User type Coordinator</p> <p>GDPR Accepted Date 21.04.2021</p>	<p>Contact info </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Street</td> <td style="width: 33%;">Additional address info</td> <td style="width: 33%;">PO Box</td> </tr> <tr> <td>City</td> <td>Zip Code</td> <td>Country [no selection]</td> </tr> <tr> <td>Tel.</td> <td>Fax</td> <td>Email anna.geczi@rne.eu</td> </tr> </table> <p>Personal settings </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Language English</td> <td style="width: 33%;">Dashboard filters My Unresolved 2021, Others Should ...</td> <td style="width: 33%;">Default dashboard view [no selection]</td> </tr> <tr> <td>Subscribe for e-mail notifications Dossier Withdraw, Dossier Reject, D...</td> <td>Entries per page 5</td> <td>Default dossier view [no selection]</td> </tr> </table>	Street	Additional address info	PO Box	City	Zip Code	Country [no selection]	Tel.	Fax	Email anna.geczi@rne.eu	Language English	Dashboard filters My Unresolved 2021, Others Should ...	Default dashboard view [no selection]	Subscribe for e-mail notifications Dossier Withdraw, Dossier Reject, D...	Entries per page 5	Default dossier view [no selection]
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Subscribe for e-mail notifications Dossier Withdraw, Dossier Reject, D...	Entries per page 5	Default dossier view [no selection]														

User info

It displays the user identification:

- Name
- Agency (Organization)
- User type (role)
- GDPR Accepted date

This data is part of the master data and cannot be changed, it is edited by the system administrators when the account is created except for the GDPR accepted date. This data is entered by the system at the first login when you tick the checkbox.

Terms and conditions

Please accept our updated terms to continue using PCS.

- I have read the RNE [privacy notice](#) and agree to the processing of my personal data by RNE according to the GDPR (General Data Protection Regulation)
- I agree that RNE can send to my email address the PCS Newsletter. You can withdraw your agreement at any time. In this case please contact us at support.pcs@rne.eu

Continue

Change password

Below the "user" icon and name you can also find the button for changing your password: "Change password". It's always a good idea to regularly update your password and make sure it's unique from other passwords you use. When you log in for the first time with the temporary password, the system will force you to create your own.

To change your password click on the Change password link, enter the new password two times for confirmation, and save it. Passwords are stored in the database in an encrypted format to hide visibility and to protect users.

Note: Keep your password private and do not share it with anyone!

Change password

Old password

New password

New password (repeat)

Your password needs to be 6 characters long, but there are no other restrictions.

TIP: try to create a password using at least the combination of numbers and lower/upper case letters and you can add a special character to make it even stronger.

Contact info

Your contact information can be edited: address, email address, phone number, ... It is optional to enter contact details, but it is highly recommended to enter the correct e-mail address and keep it up to date as all notifications are generated by the system using your e-mail address. **If the data is NOT correct you will NOT be notified if there are any changes applied by the participants in an involved dossier.** Also, your contact information will be visible to your colleagues and they can get in contact with you when needed. Click the pencil icon to update your contact information:

Contact info 		
Street	Additional address info	PO Box
City	Zip Code	Country [no selection]
Tel.	Fax	Email anna.geczi@rne.eu

Personal settings

Click the pencil icon to customize your settings:

Personal settings 		
Language	Dashboard filters	Default dashboard view
English	My Unresolved 2021, Others Should ...	[no selection]
Subscribe for e-mail notifications	Entries per page	Default dossier view
Dossier Withdraw, Dossier Reject, D...	5	[no selection]

- **Language:** Select a preferred language from the list which will be your default language settings. If your desired language is not on the list, the new language integration works quite flexibly in the system. Ask for the source EXCEL file for translation. When the translation is complete send it back to PCS Support. Once the installation is done the new language will be available on the list.
- **Dashboard filters:** Manipulate filter appearance. Click the filter name to hide/unhide from the dashboard; your personally created filters will appear here, too.

Personal settings

Language: English

Subscribe for e-mail notifications: Dossier Withdraw, Dossier ... 10

Dashboard filters: My Unresolved 2021, All 2... 6

Default dashboard view: [empty]

Default dossier view: [empty]

Visible filters list:

- [select all]
- My Unresolved 2021
- Others Should React 2021
- All 2021
- My Unresolved 2022
- Others Should React 2022
- All 2022
- MyNewFilterName
- MyNewSecondfFilter

NOT visible →

- **Default dashboard view:** This is the view that opens on your dashboard upon login. The system contains built-in pre-defined filters such as "Recent activity", "My Unresolved ", "Other should react" and "All" for each timetable period. In PCS the default dashboard view is the "Recent Activity" for all users. PCS gives you the freedom to change the default view to any filters; this can be one of your custom filters, too.

Personal settings

Language

English ▾

Subscribe for e-mail notifications

Dossier Withdraw, Dossier ... 10 ▾

Dashboard filters

My Unresolved 2021, All 2... 8 ▾

Entries per page

5 ▾

Default dashboard view

MyNewFilterName ▾

- My Unresolved 2021
- Others Should React 2021
- All 2021
- My Unresolved 2022
- Others Should React 2022
- All 2022
- MyNewFilterName
- MyNewSecondfFilter

Cancel

Save

- **User email notifications:** subscribe or unsubscribe for PCS notification depending on the activity of a dossier. By default, all cases are selected which will ensure all users receive all notifications by default. Click the operation name to remove the mark sign that you do **NOT want to receive notifications for certain activities:**

Personal settings

Language: English

Dashboard filters: My Unresolved 2021, Othe... 8

Default dashboard view: MyNewFilterName

Subscribe for e-mail notifications: Dossier Withdraw, Dossier ... 9

Entries per page: 5

Default dossier view:

Cancel Save

- [select all]
- Dossier Withdraw
- Dossier Reject
- Dossier Ask for adaptation
- Dossier Closed
- Dossier alternative offered
- Alternative Offer Withdraw...
- Dossier released to Harmo...
- Offer Sent for Dossier
- Partial Offer Sent for Dossier
- Acceptance Indicator Down...

Do NOT receive notification

Receive notifications

If you want to get more information about when PCS is sending notifications, you can read it in the [Notification messages by PCS](#) document.

- **Entries per page:** Set the number of rows to display per page on the dashboard grid. **TIP:** setting entries per page to a lower number might decrease the loading time after login, especially during the PCS high-usage periods (approaching deadlines).
- **Default dossier view:** Choose the dossier segment to show when opening a dossier. Basic data is set by default. See the following dossier segments:

-  Basic Data
-  Control
-  Comments
-  Applicant Timetable
-  Train information
-  Train composition
-  Connections
-  Links
-  Composite relations
-  History

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Company [All](#)

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