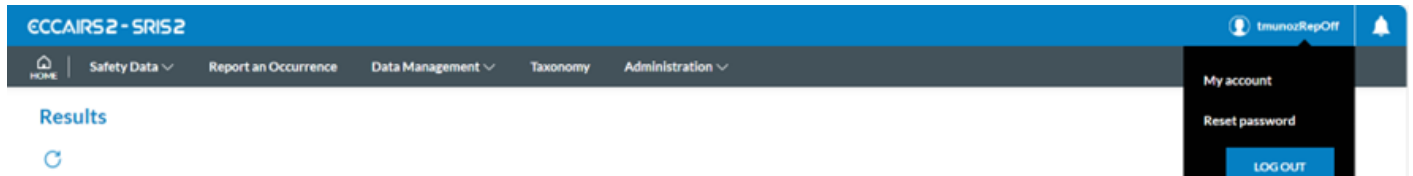


7. My account

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7.1. My account menu

This menu is accessible once the Administrator clicks on their username:



The Administrator clicks on it, and the system displays 'My Account' page.

7.2. Personal Details

This is the first tab of “My Account” page.

User Account

General Query-based Notifications Object-based Notifications Favourite Views Custom Columns Export by Attribute Default Queries

Type: Individual

Personal Details

Authority: Spain (CAA) Organisation:

Username: tmunozRepOff

Description: description

First Name: Tomas Last Name: Munoz

Phone: +43 1 234567890 Email: mmunoz@bilbomatica.es

Preferred Language: English Job Title: job title

I want to receive a confirmation email when I submit an OR: ☒

Tokens

[DELETE MY ACCOUNT](#)

[SAVE](#)

The first tab is ‘General’, indicating the type of account (individual or organisation) and the edit page for the personal details.

The personal details fields are the following:

- Authority: not editable, to which the Administrator belongs
- Organisation: not applicable for Administrators
- Username: of the Administrator, it is not editable
- Description: optional field and editable
- First name: of the Administrator, editable mandatory field
- Last name: of the Administrator, editable mandatory field

- Phone: optional and editable
- Email: mandatory and editable
- Preferred language: mandatory and editable; doesn't affect system behaviour at this stage of development.
- Job title: optional and editable
- 'I want to receive an email when I submit an 'OR' toggle'•
- Token: it connects the Administrator to the API. It is not editable. It provides a copy icon to copy it
- Delete my account icon: it requests the Administrators to delete the account after a confirmation message.

The Administrator can update the editable fields by clicking the 'Save' button. The system will save the updates on the Personal details in the database.

7.3. Query-based notifications

Even though it is available for Administrators, this tab only applies if the Administrator also have an Officer role. If so, refer to the Occurrence Officer manual for details.

7.4. Object-based notifications

Even though it is available for Administrators, this tab only applies if the Administrator also have an Officer role. If so, refer to the Occurrence Officer manual for details.

7.5. Favourite Views

Even though it is available for Administrators, this tab only applies if the Administrator also have an Officer role. If so, refer to the Occurrence Officer manual for details.

7.6. Custom Column

Even though it is available for Administrators, this tab only applies if the Administrator also have an Officer role. If so, refer to the Occurrence Officer manual for details.

7.7. Export by Attribute

Even though it is available for Administrators, this tab only applies if the Administrator also have an Officer role. If so, refer to the Occurrence Officer manual for details.

7.8. Default queries

Even though it is available for Administrators, this tab only applies if the Administrator also have an Officer role. If so, refer to the Occurrence Officer manual for details.