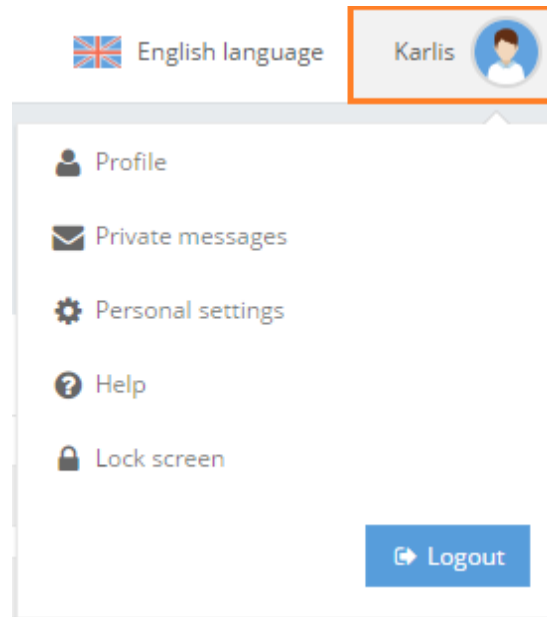## 3.1. Session information

After logging into the system, one can browse user information by clicking on "User" icon. The system will reveal the following data:
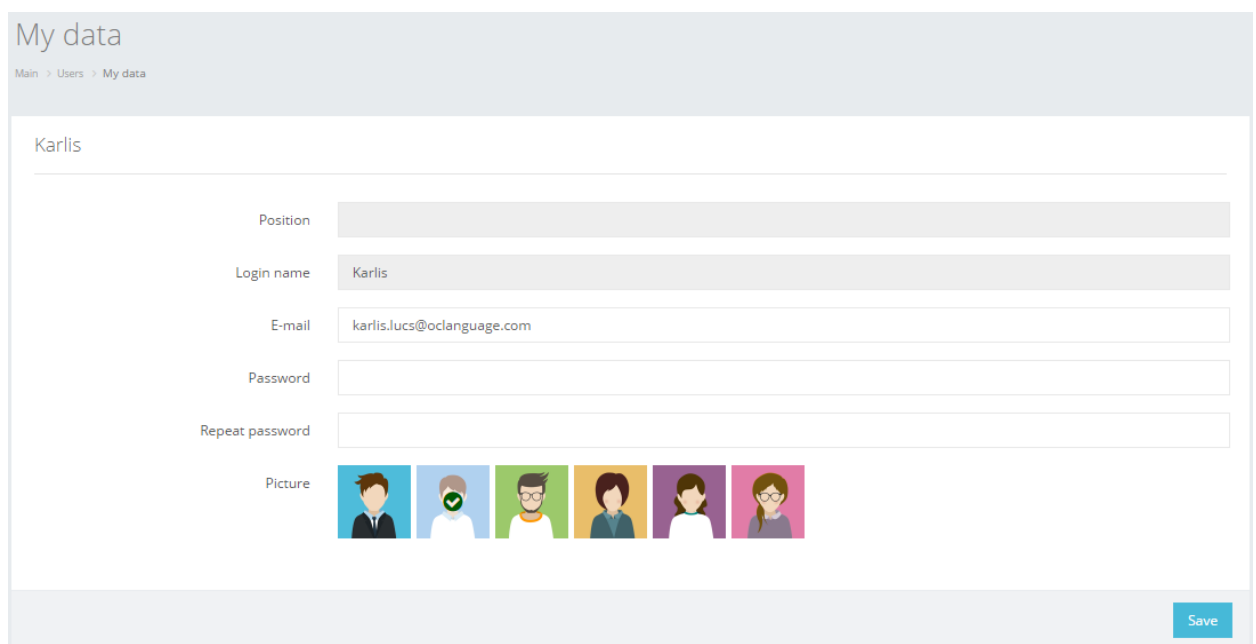

When clicking each of options, the system opens the specific section.

1. Profile

In this section the user can do the following:

- change e-mail address;
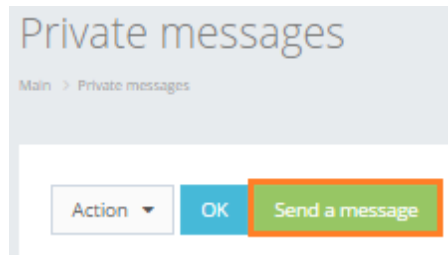- set a new password;
- change his avatar.

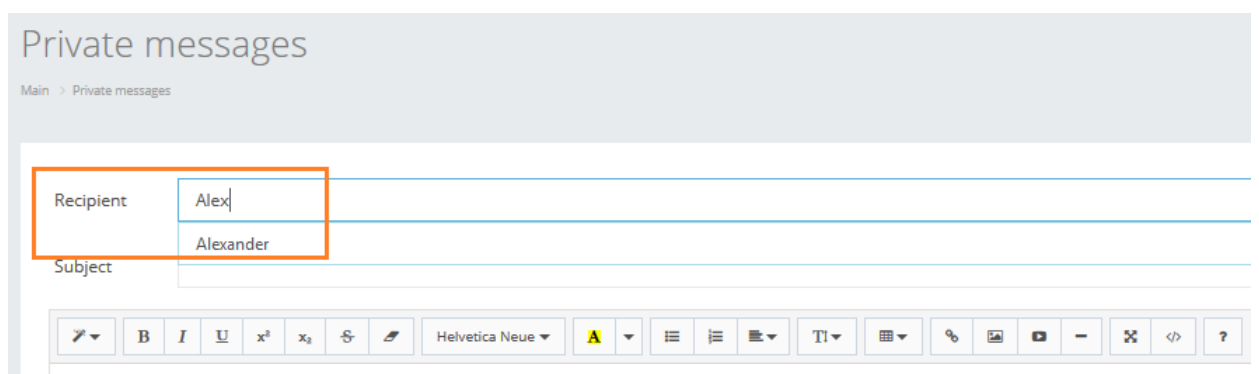! Please note that fields in grey color are not editable.

2. Private messages

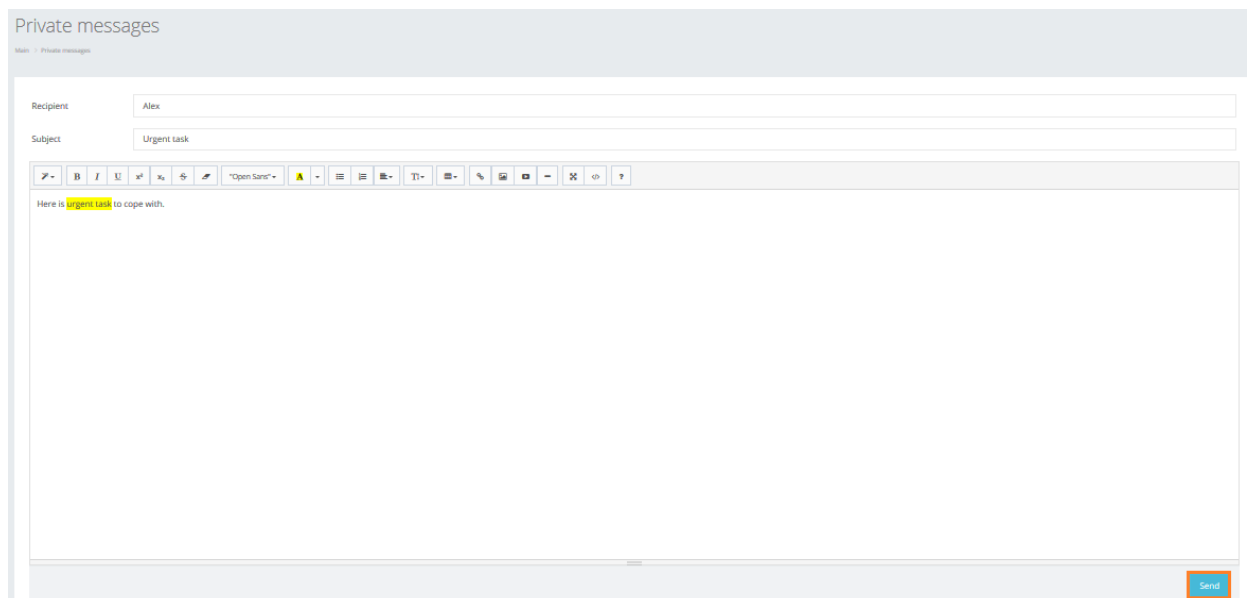In this section the user can do the following:

- Create a new message by clicking "Send a message".

Start typing user name and the system will reveal all usernames that have typed letters:
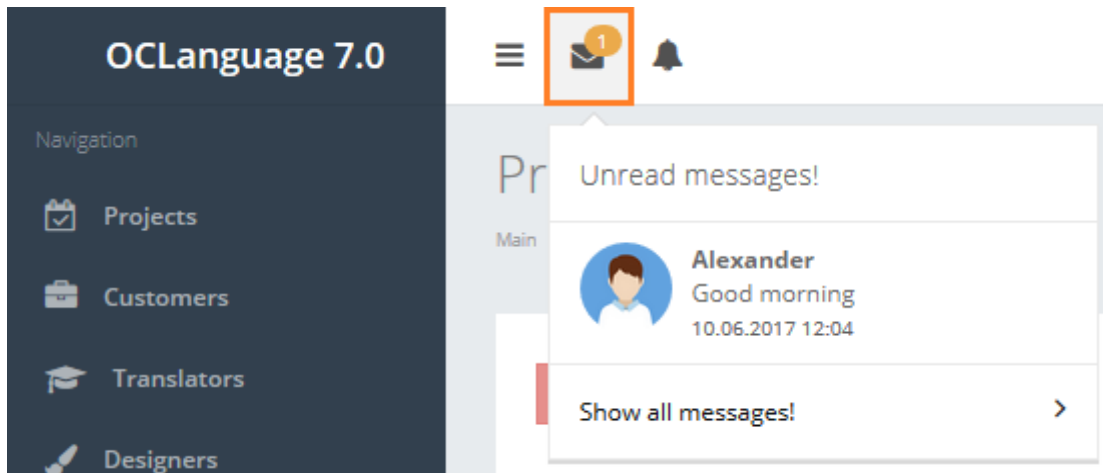

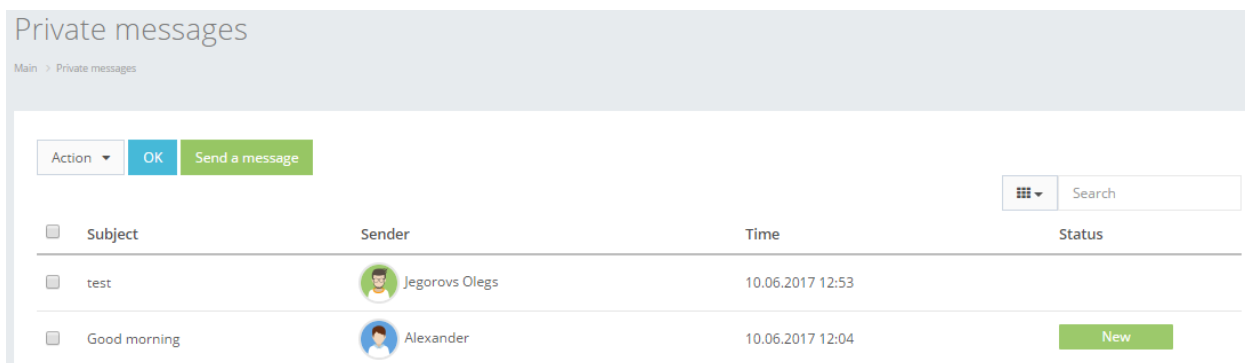Click "Send" to send a message to the recipient.

- Review the message list

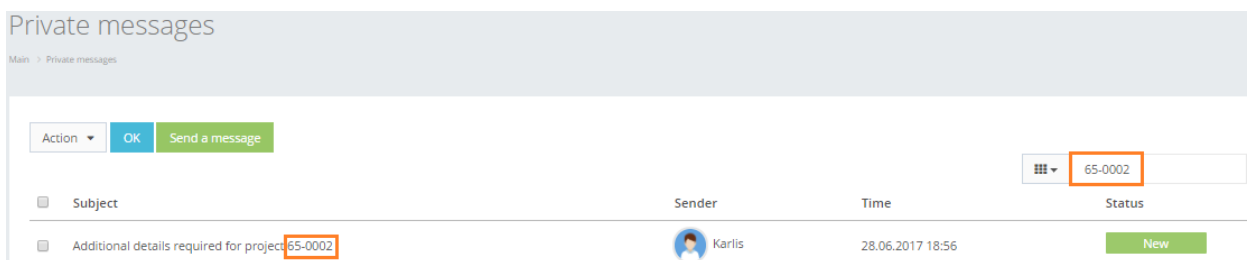Once a new message is received, you will see a notification in the control panel.

Click on the message icon to open the message.

Click "Show all messages!" to view the message list.

User can filter data in the Messages database by using 3 methods:

1. Type letters or numbers in "Search" field and click "Enter"

The System searches for the messages according to message name and content.

! Please note that data filter can be removed by deleting text in "Search" field and clicking "Enter".

2. Filter data by sorting data from A to Z and vice versa by clicking on a column name.
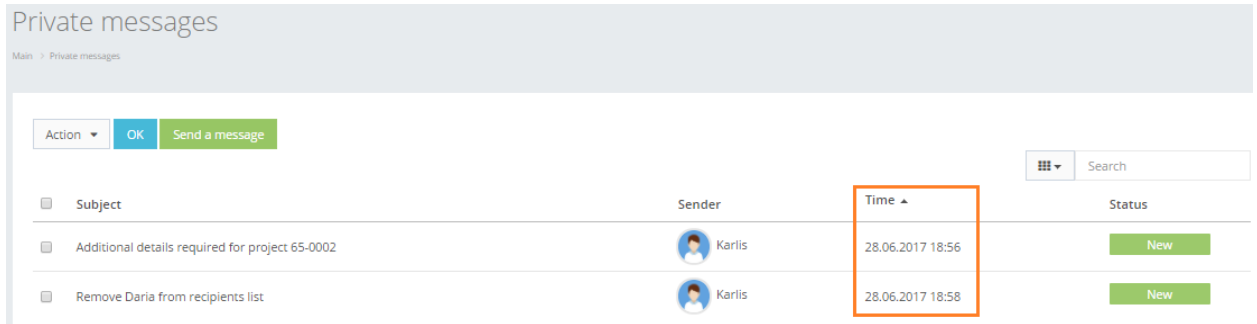
3. Review the columns that you want to see in the Messages table. To add or remove particular column from the table, simply click [icon] and select the columns that you want (or do not want) to view in the Messages database. This feature is especially relevant if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.
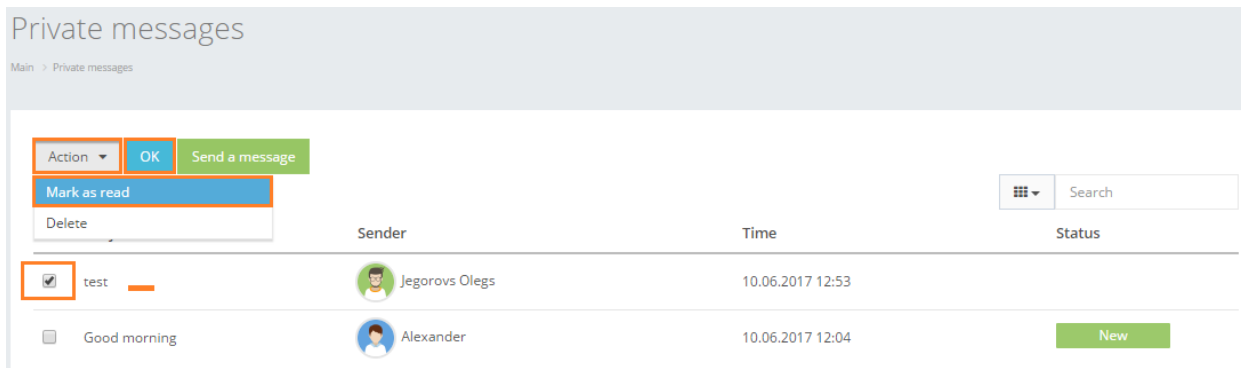
! Please note that the system will save these settings for upcoming user sessions.
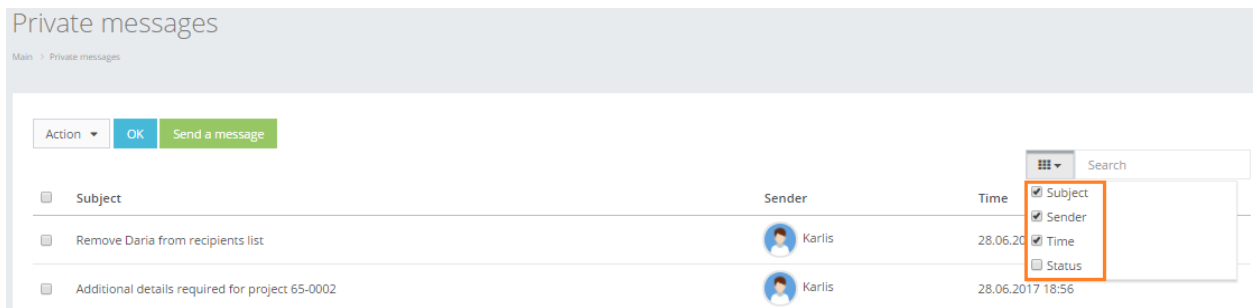
- In order to delete a message, mark the message that you would like to delete, click "Action", choose "Delete" and click "OK".
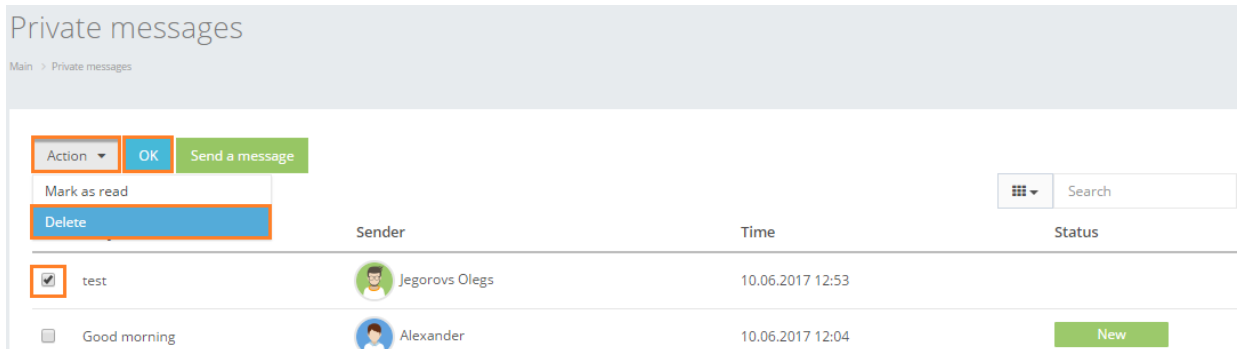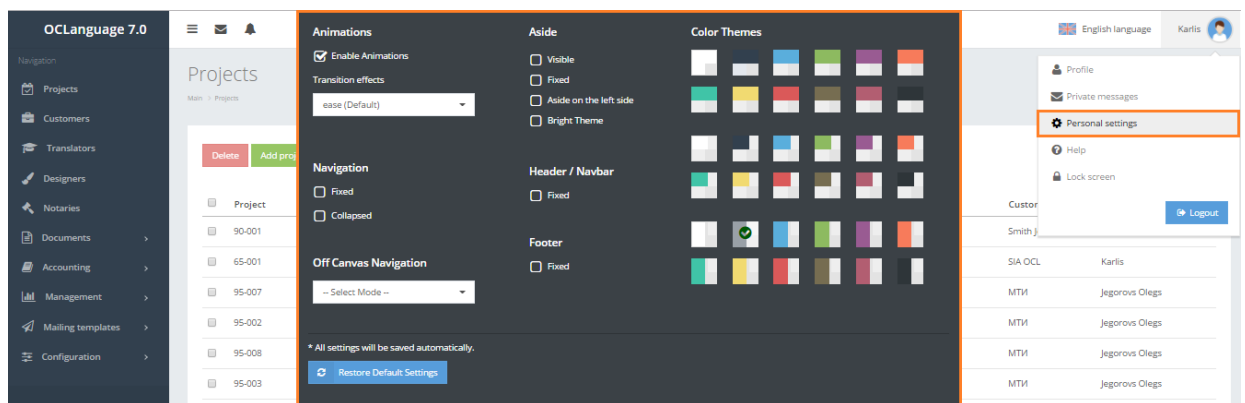

- In order to mark a message as read, mark the message that you wouldn't like to open, but mark as already read, click "Action", choose "Mark as read" and click "OK".
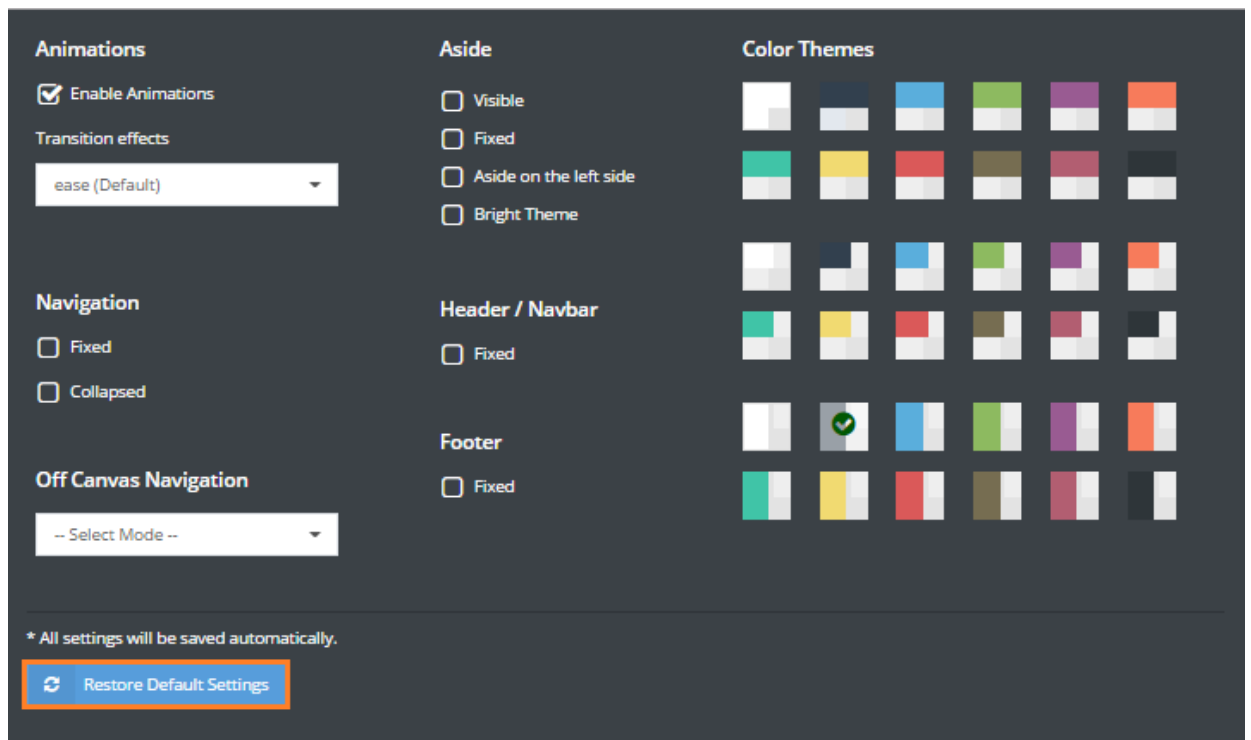
3. Personal settings

Click "Personal settings" and the system will automatically open the OCLanguage interface configuration window (in the middle of desktop).
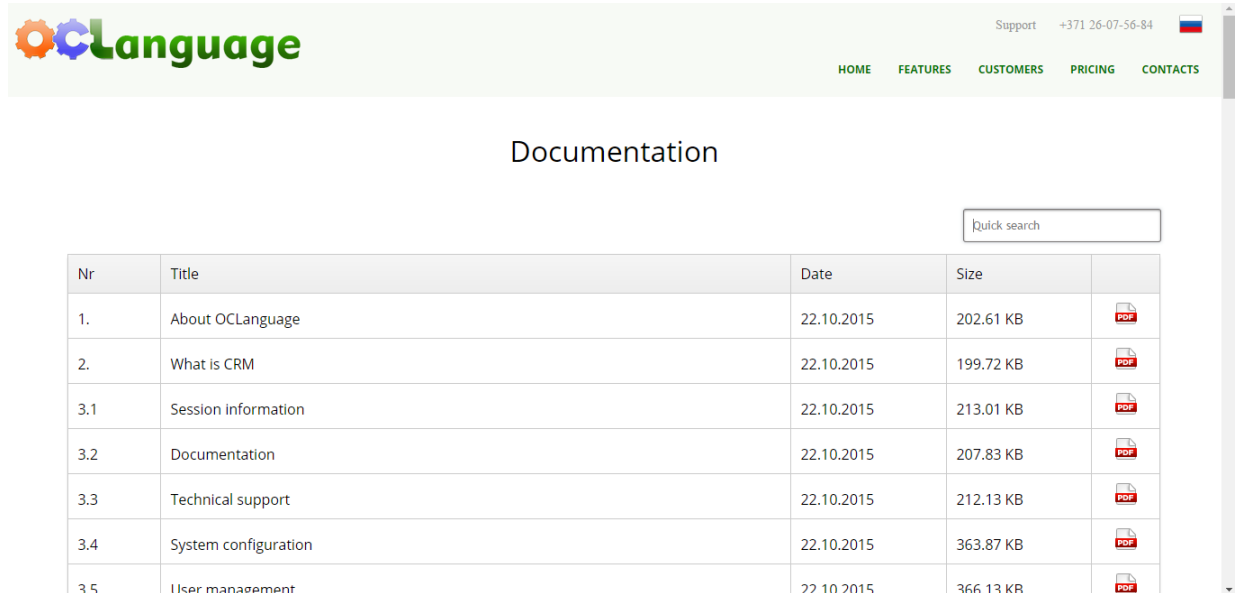

! Please note that every user sets his own interface settings. Click "Restore default settings" to return to the initial interface settings.
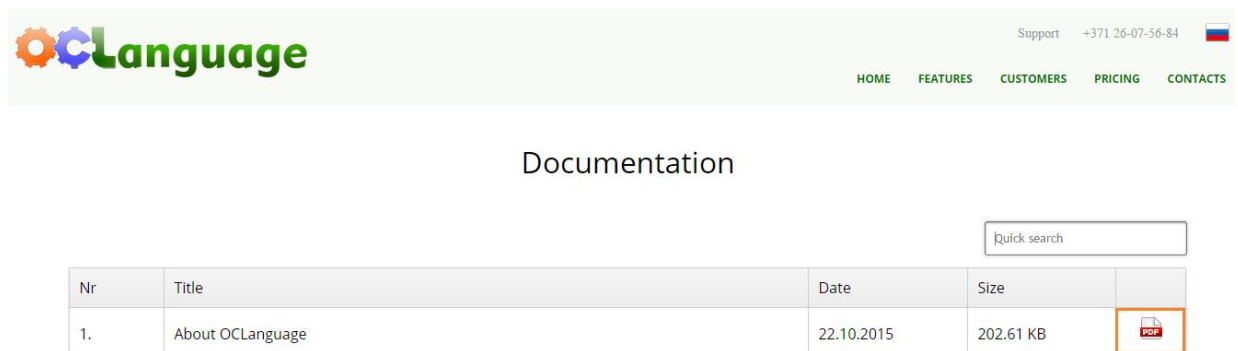
4. Help

By clicking "Help" OCLanguage automatically opens its Documentation portal, from where you can download either specific part of the user manual or download full manual in one document.
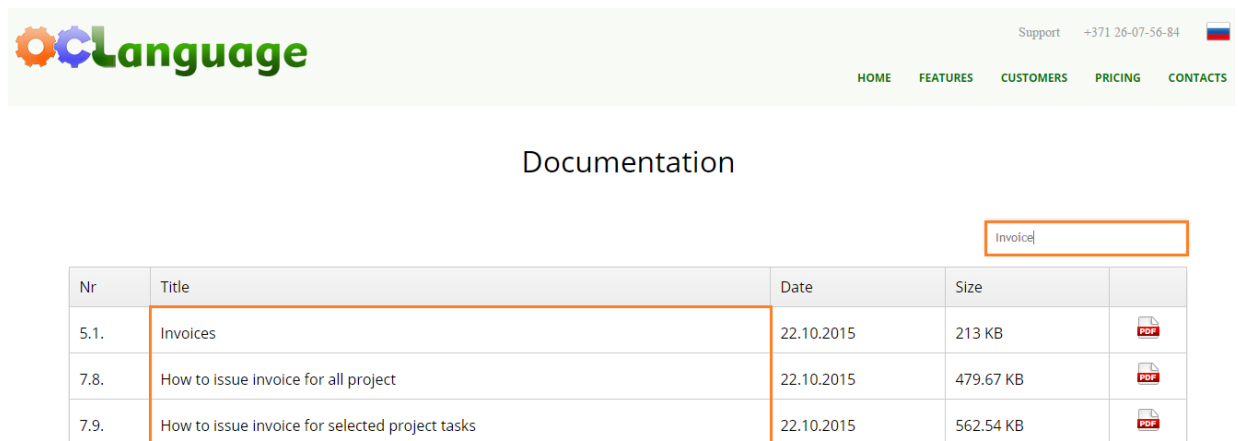
To download a document click on the PDF icon (the system will download the .pdf file to your computer).

Use "Quick search" form to find the needed document by writing key words. The System will automatically provide all documents, whose names contain key word(s).

5. Lock screen

Click "Lock screen" to lock your workstation.

Unlock it by submitting a password and clicking "Log in".