

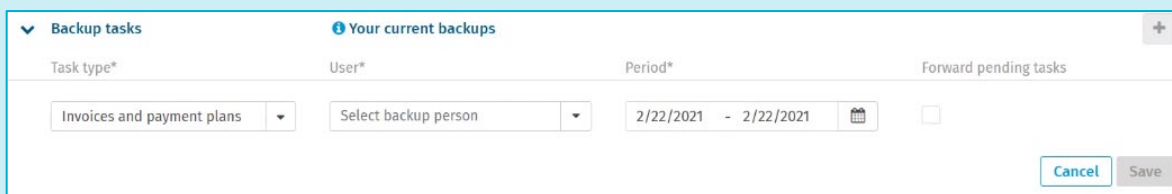
# USER SETTINGS

The **User Settings** page has user-specific settings for backup person management, language and regional settings and setting the passwords. Note that any changed settings will be effective only after logging out.

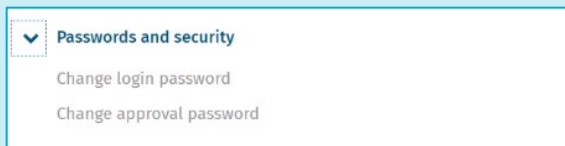


You can edit one section at a time. If you have for example **Other settings** in edit mode, you can add backup users only when you first either save or cancel the modifications in the opened section.

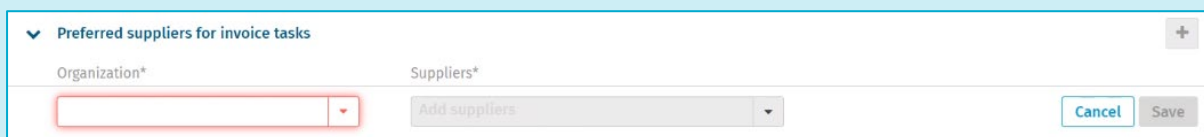
- **Backup tasks:** Set one or more backup persons for multiple time periods for approval tasks as well as for personal goods receipt tasks.
  - Forward pending tasks: The backup person also receives any of the user's pending tasks that were created before the backup period began.



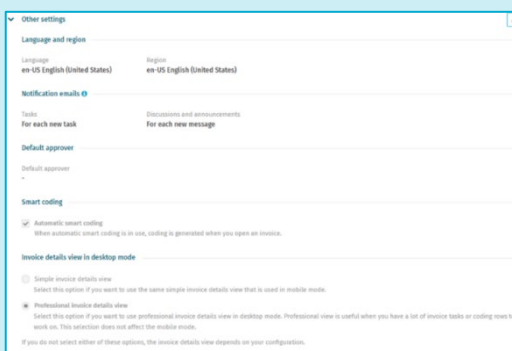
- **Passwords and security:** To change logins, also approval password.



- **Preferred suppliers for invoice tasks:** Select suppliers for preferred receiver of tasks. You can select many suppliers and organizations.



- **Other settings:** Select the **language, regional** formats, **notification email** settings, **default approver** for your invoices, choice of **smart coding** invoices, and choices for **Invoice details view in desktop mode**.



**Note:** Default approver configuration requirements will be available later.

**Note:** The region settings of your system do not have an effect on the regional formats in P2P.