

Change Preferences

(Dashboard >> Users >> Change Preferences)

Overview

This interface allows you to modify your Manage2 interface options.



Note:

The changes that you make only affect the account that you updated.

My Default License Addition Settings

To change the *Group* and *Package* that display in the *Add License* interface by default, perform the following steps:

1. From the *Default Group* menu, select the desired *Group*.
2. From the *Default Package* menu, select the desired *Package*.
3. At the bottom of the *Change Preferences* interface, click *Save*.


My Shortcuts

Use the *My Shortcuts* section to select which features display in your *My Shortcuts* menu. The *My Shortcuts* menu displays at the top of the *Dashboard* interface.

The left menu displays the features that you may add to your *My Shortcuts* menu. The menu on the right displays the features that currently display in your *My Shortcuts* menu.


Add a shortcut

To add a feature to the *My Shortcuts* menu, perform the following steps:

1. From the left-side menu, select the feature.
2. Click the bottom button between the two menus ().
3. At the bottom of the *Change Preferences* interface, click *Save*.

Remove a shortcut

To remove a feature from the *My Shortcuts* menu, perform the following steps:

1. From the right-side menu, select the feature that you wish to remove.
2. Click the top button between the two menus ().
3. At the bottom of the *Change Preferences* interface, click *Save*.

Display Order

To modify the order of the sections in the *Dashboard* interface, perform the following steps:

1. In the *Current Order* text box for each interface category, enter a number.
 - Enter lower numbers for items you wish to appear closer to the top of the interface.
 - Enter higher numbers for the items you wish to appear lower on the interface.
 - Do not duplicate the numbers in your entries.
2. At the bottom of the *Change Preferences* interface, click *Save*.

Example

If you want the top three categories on your *Dashboard* interface to be *Admin*, *Licenses*, *Groups*, and *Company*, you could modify the *Current Order* values to be similar to the following example:

In This Document

Related Documentation

- [Change Preferences](#)
- [The Manage2 Dashboard](#)

For Developers

Content by label

There is no content with the specified labels

Display Order

Category	Default Order	Current Order
Support	80	<input type="text" value="80"/>
Packages	50	<input type="text" value="12"/>
Groups	40	<input type="text" value="3"/>
Company	30	<input type="text" value="4"/>
Users	60	<input type="text" value="60"/>
Direct	70	<input type="text" value="70"/>
Licenses	10	<input type="text" value="2"/>
Billing	20	<input type="text" value="20"/>
Security	15	<input type="text" value="15"/>
Admin	12	<input type="text" value="1"/>

An example of the Display Order section of the Change Preferences interface.