

Setting Up Your Profile

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Your profile helps PAMS CRM display your name correctly, use the right language and time zone, and send notifications in the way that works best for you.

Set up your profile when you first sign in, and update it whenever your details or preferences change.

Open Your Profile

1. Sign in to PAMS CRM.
2. Select your name or profile image in the top area of the page.
3. Choose **My Profile**.

If you do not see an option that you need, contact your PAMS CRM administrator. Some profile options depend on your role and company settings.

For full details about profile information, see [My Profile](#).

Update Your Name and Personal Details

Check that your name is shown correctly. Your name may appear on tasks, activities, comments, and records you create or update.

Update other available personal details, such as your contact information, if they are out of date.

Use a clear and consistent name so colleagues can easily find and recognize you in PAMS CRM.

Add or Change Your Profile Photo

A profile photo helps colleagues recognize you when you work together on tasks, activities, and comments.

Choose a recent, clear photo of yourself. If your company has photo guidelines, follow them when selecting your image.

You can return to **My Profile** at any time to replace or remove your photo.

Choose Your Language

Select the language you want PAMS CRM to use for menus, labels, and other available text.

After changing your language, you may need to sign out and sign in again before all text updates. The languages available to you depend on your company's PAMS CRM setup.

Set Your Time Zone

Choose the time zone for the location where you normally work.

Your time zone is important because PAMS CRM uses it when showing dates and times for:

- Tasks and reminders
- Meetings, visits, and calls
- Calendar entries
- Activity due dates
- Notifications

If you work while traveling, update your time zone so that reminders and scheduled work appear at the correct local time.

Manage Notification Preferences

Notifications help you keep track of work assigned to you and updates that need your attention.

Review your preferences and choose which notifications you want to receive. For example, you may receive notifications when:

- A task is assigned to you
- Someone comments on a record you are following
- An activity is updated
- A reminder is due

- A support ticket has a new update

Keep important notifications turned on so you do not miss urgent work. You can review new notifications from the notifications area in PAMS CRM.

For help viewing and opening notifications, see [Notifications](#).

Review Your Profile Regularly

Review your profile when your name, photo, work location, language, or notification needs change. Keeping your details current helps PAMS CRM support clear communication and accurate scheduling across your team.