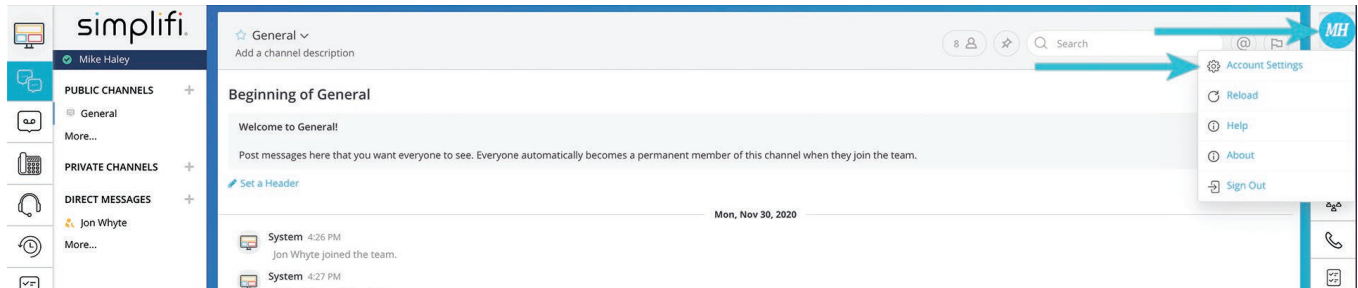# simplifi®

Simplifi Contact
## Station: Account Settings

In this article we will discuss the accounts settings page within the Simplifi Contact application. To access the accounts settings pages click on your avatar at the top right of the page and then click on the accounts settings.

You will be directed to the accounts settings page seen below. The account settings include a few navigation options that will vary based on your apps. Options include:

- My Profile
- Desktop Notification
- Mobile Notification
- Contact Settings
- Chat Access Rules
- Task Settings
- Company Directory
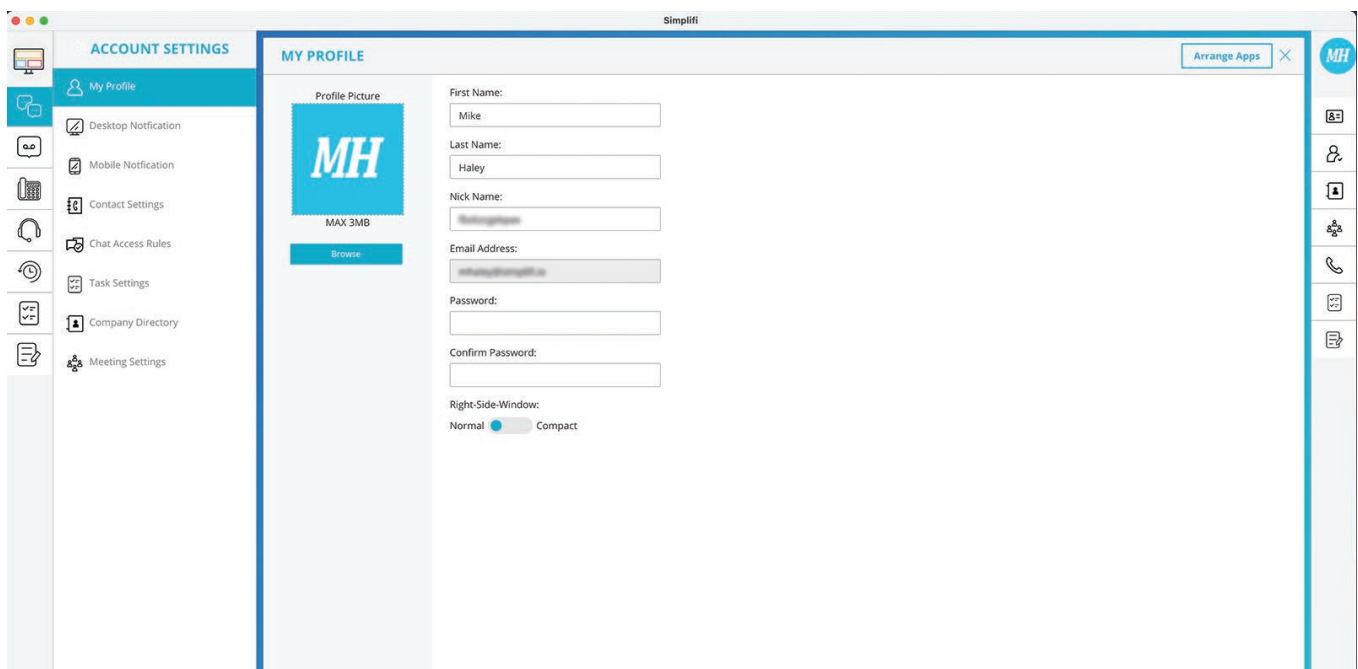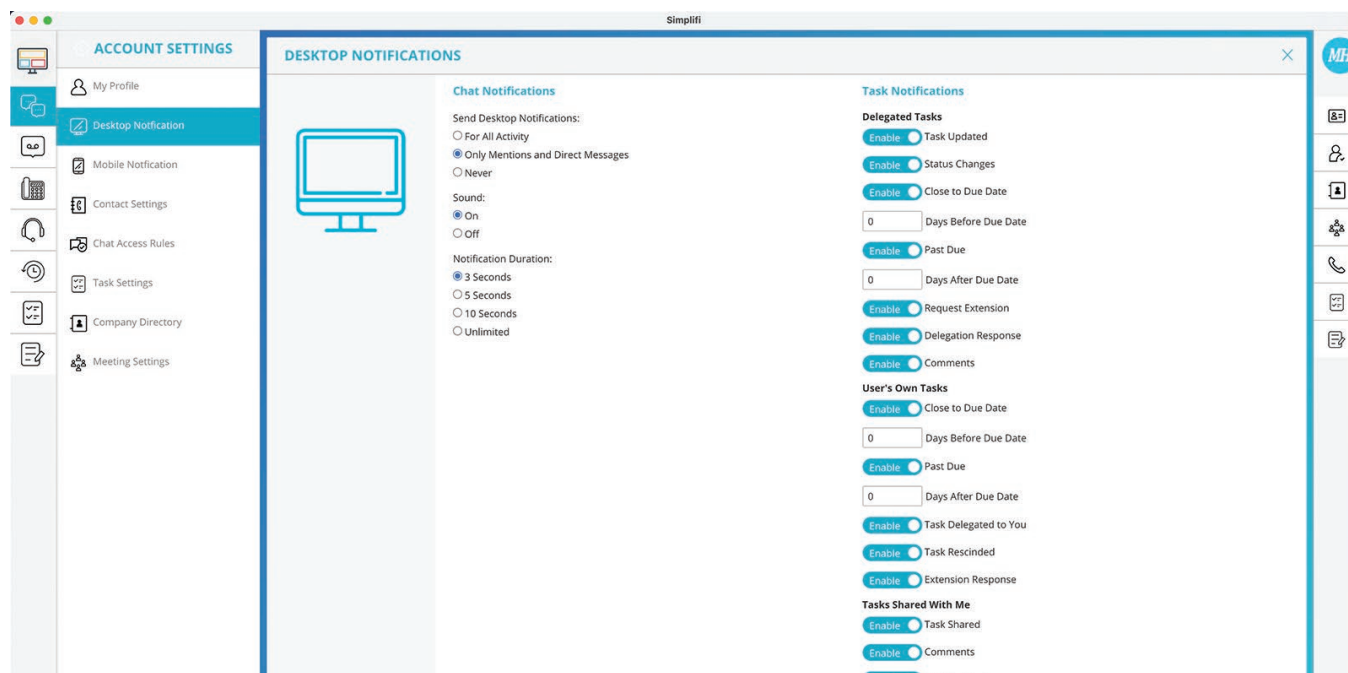
DESKTOP NOTIFICATIONS

On this page you may see two different areas. One for Chat Notifications and the other for Task Notifications.

Chat Notifications

Send Desktop Notifications
- For All Activity - This will send you a notification if any message is send in any chat room you are a part of.
- Only Mentions and Direct Messages -This will send you a notification only for direct messages and mentions. An example of a mention is when another user types "@KevinWhitlatch" in a public/private channel or in a group chat.
- Never - A notification will never be sent.

Sound
- Your options are on or off when receiving a notification.

Notification Duration
- This is how long a notification message will be displayed.
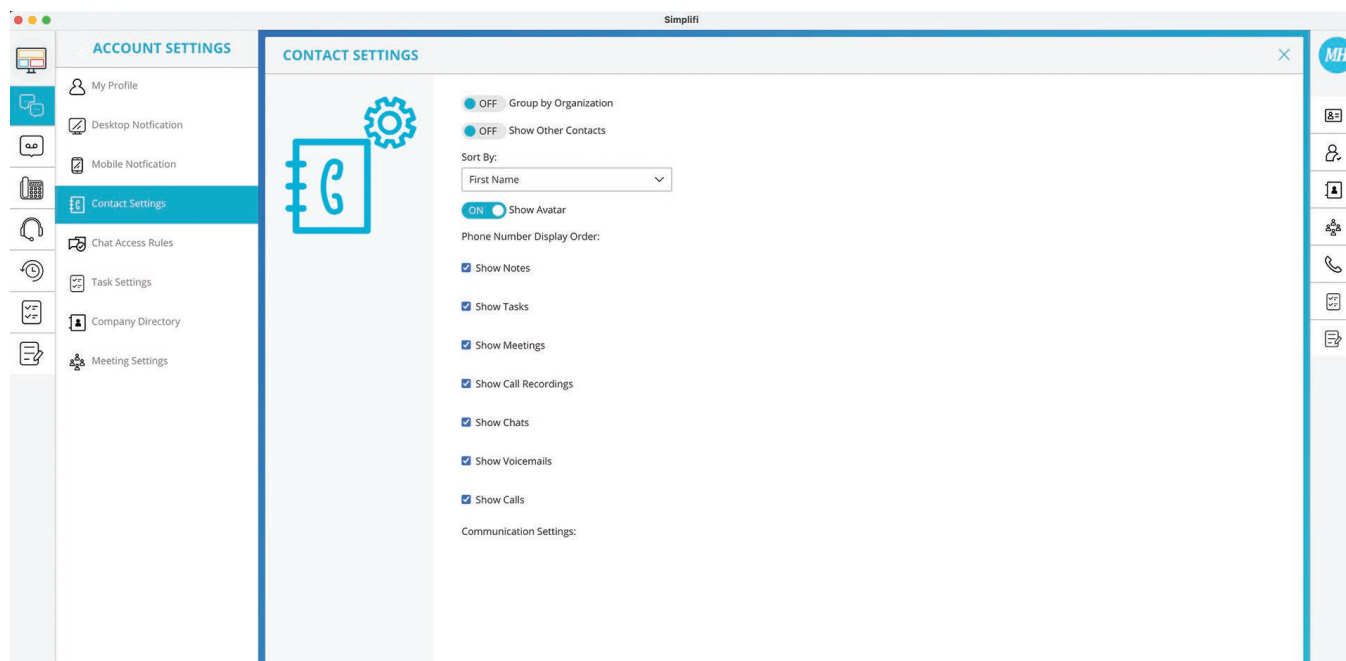
Task Notifications

Delegated Tasks
- These options allow you to be notified of certain types of changes from tasks that you have assigned to another user.

User's Own Tasks
- These options allow you to be notified of changes to your own tasks.

Tasks Shared With Me
- These options allow you to be notified of changes to tasks that have been shared with you.

CONTACT SETTINGS

Group by Organization

When the contacts are displayed, set whether to group them under their organization name

Show Other Contacts

When integrated with G-Suite, Google automatically adds contacts to your account when you interact with them. These accounts are listed in G-Suite as "Other" contacts. This setting allows you to define if you want to see them in your contacts list or not.

Sort By

Define how to sort your contacts

Phone Number Display Order

Define the order in which to display the contact's phone number(s)

Communication Settings

When a contact is added to Simplifi Contact, these settings define what kind of communication history you want to see when you view that contact. We recommend selecting all the boxes.

Disable Integration

The user has the option to disable a previous Contact Integration.
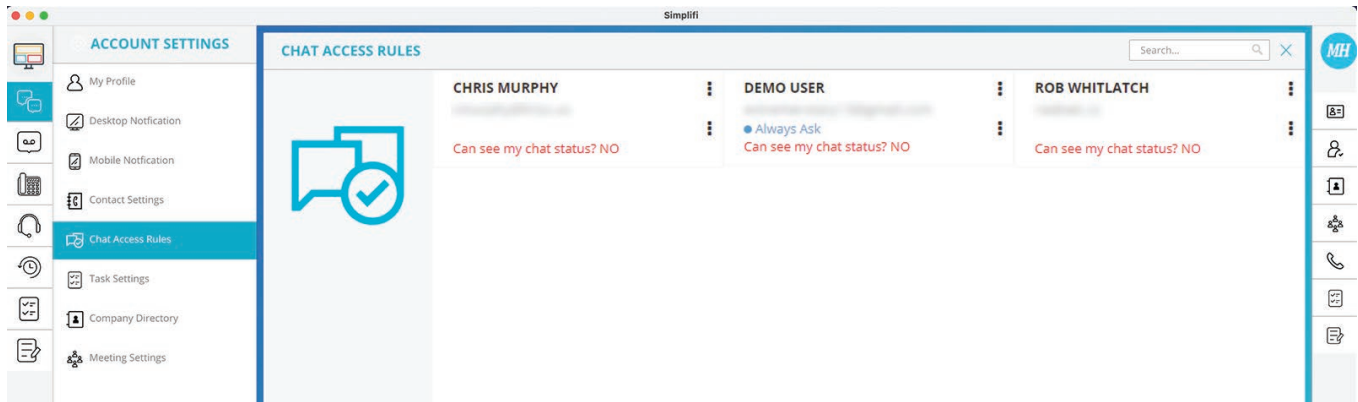
CHAT ACCESS RULES

Each user that you have communicated with outside of your team will be listed here. These settings allow you to define their chat access to you. You can block outside users, always allow them to chat with you, or have Boomer prompt you each time the user wishes to chat with you.

You can also define for each outside user whether or not they can see your chat status.
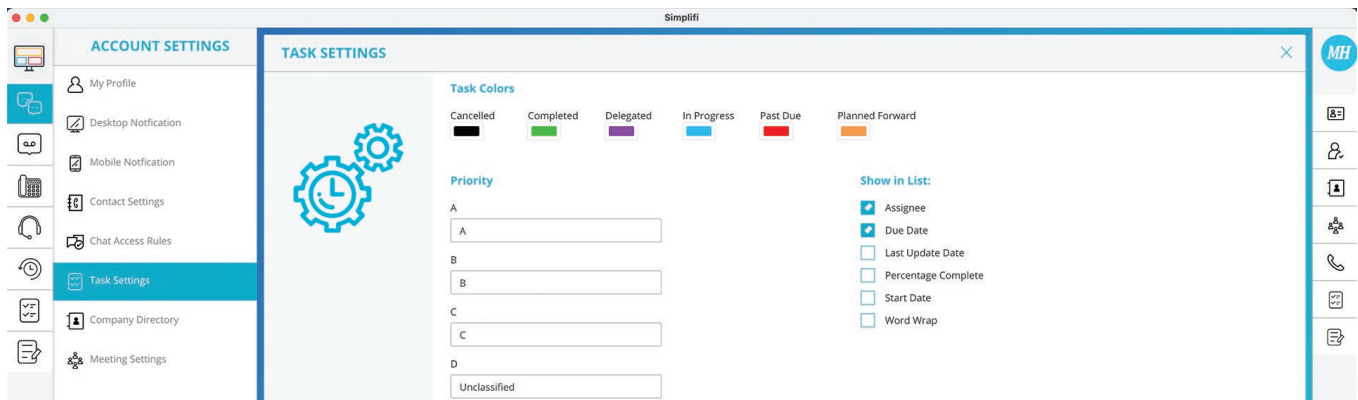
TASK SETTINGS

Task Colors

Set the color for each one of the task statuses

Show in List

These settings allow you to customize what information is presented on the right-hand side list of tasks and the information presented on the tasks planning page.

Priority

Only a team admin can see these settings. This allows a team admin to define the name of the 4 priorities of tasks.

COMPANY DIRECTORY SETTINGS

Company Directory Settings are only visible to a team admin and they allow the admin to add, edit, and remove directory entries. By default, Simplifi Contact will automatically add all users on your team to your company directory along with their VoIP extension numbers where applicable.

Name

The name of the entry

Phone

The phone number of the entry

SMS

The textable phone number for the entry(where applicable)

Email

The email address of the entry