



FunctionFox™

Welcome to FunctionFox! Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

FunctionFox Account Preferences

To access FunctionFox account settings, click on the  (cogwheel) icon at the top right of the FunctionFox window.



The **Account Preferences** tab is where you can manually adjust project codes, create and manage Custom Fields, change Timesheet settings, and adjust the naming of certain fields within the program.

Note: Account Preferences are account-wide settings. Anything activated or de-activated under this section will effect everyone on the account.

My Preferences are personal settings that each user controls. This is where you can set your Homepage selections, adjust personal Timesheet settings, and change your account password.

The **Contact Info** tab is where you keep your company contact information up to date. From here, you can edit your company name, as well as make sure that the physical address and other information is correct. Typically, the person listed in the Contact Person field is an Admin user with access to everything within the account. If the Contact Person leaves the company, please make sure that this information is updated as soon as possible to reflect a new main contact.

Payment Info is a secure area where you can input and update credit card details for payment of your FunctionFox subscription. When the credit card on file is processed, confirmation receipts are sent automatically to the email listed on this page. **Note:** You may choose to have a billing contact different from what is listed here (the company accountant or an accounts payable department, for example). Please contact us at billing@functionfox.com to make sure this information is kept up to date.

The **Logo** tab allows you to upload your company logo in place of the default FunctionFox logo, which will appear on reports and on invoices, if applicable. **Note:** The logo must be 200kb or smaller, and at least 200 pixels wide. For best results we recommend logos be on a white background and 400 pixels wide.

The **Customer Success** tab is a resource intended to help you get the most out of your FunctionFox experience. On this page, you will find our hours and contact information, links to our training calendar and video/PDF guides, and information regarding account add-ons, upgrades, and new features.