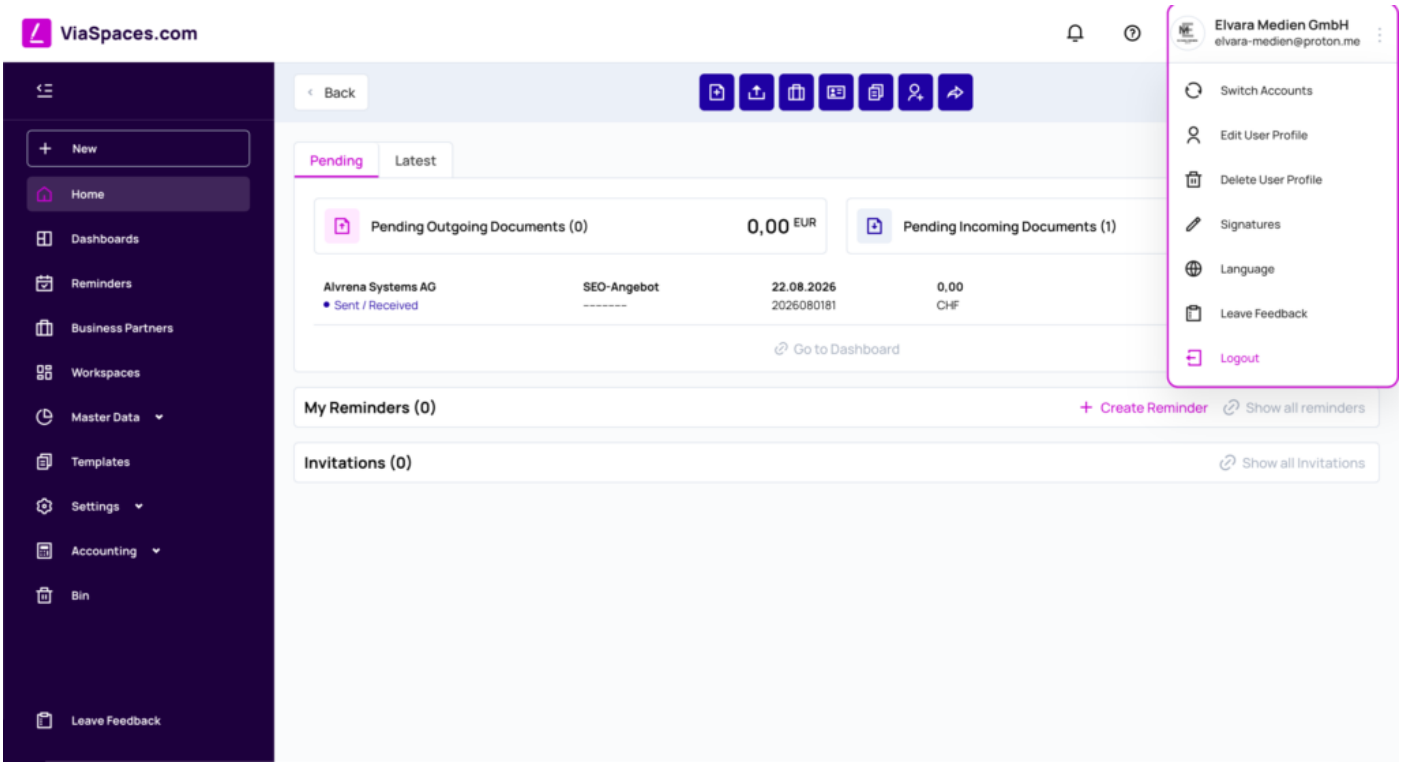
User Profile

Documentation · https://viaspaces.com/de/Documentation/user_profile/

The user profile is the login identity used to reach accounts. Its functions are available from the user menu in the top-right corner.

User Menu

The user menu opens from the top-right corner, both on the My Accounts page and inside an open account.



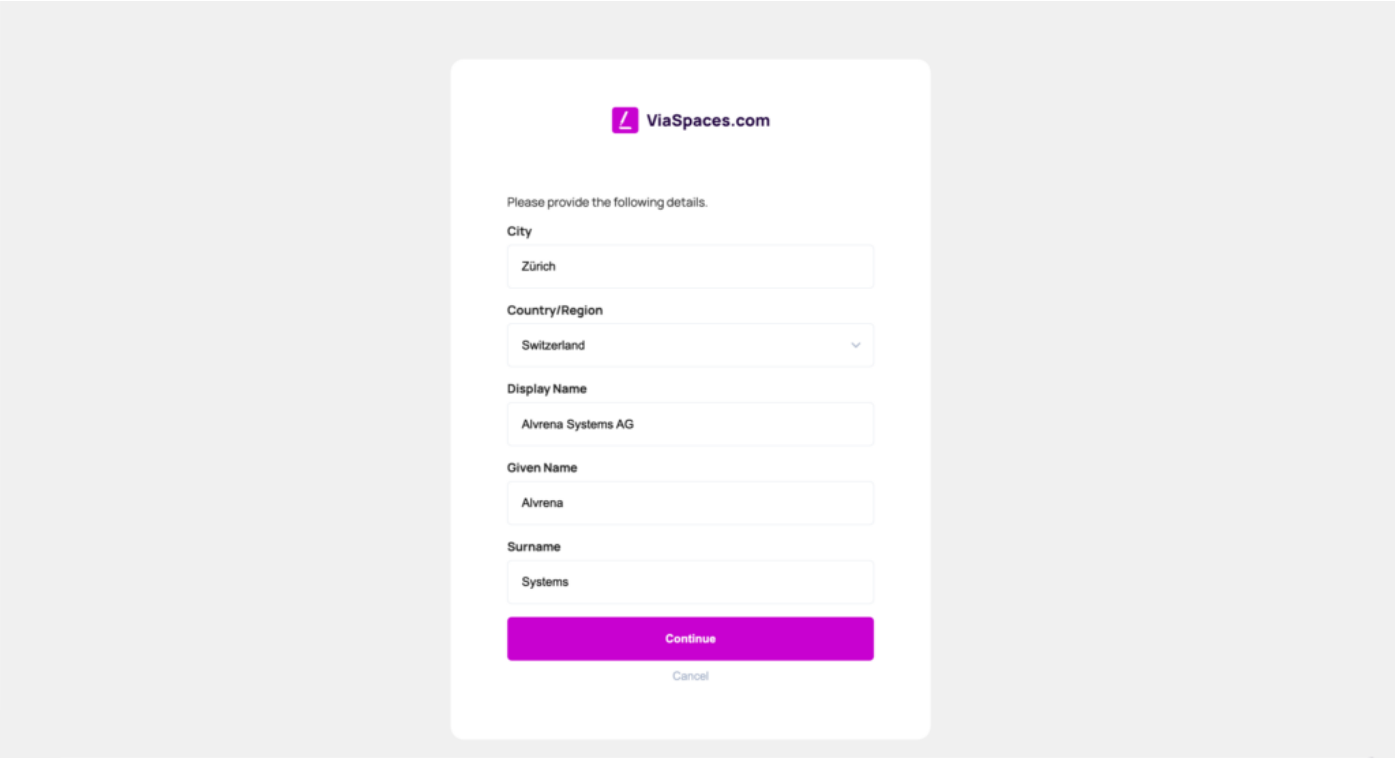
Function	Availability
Edit User Profile	My Accounts page and inside an account.

Function	Availability
Language	My Accounts page and inside an account.
Signatures	Inside an open account.
Leave Feedback	My Accounts page and inside an account.
Delete User Profile	My Accounts page and inside an account.
Log out	My Accounts page and inside an account.

Log out ends the session and returns to the sign-in page.

Edit User Profile

Edit User Profile holds the personal details shown across the application and the password change action.



Field	Value
City	City of the user.
Country/Region	Country or region of the user.
Display Name	Name shown in the application.
Given Name	First name. Required.
Surname	Last name. Required.

Procedure:

1. Open the user menu and select **Edit User Profile**.
2. Change the field values.
3. Save the changes.

Given Name and **Surname** are required. Clearing either field displays a validation error directly above that field, and the save is held until a value is entered.

Cancelling the edit discards the changes and keeps the stored values. Saved values appear consistently everywhere the name or display name is shown.

Password change is performed in **Edit User Profile**.

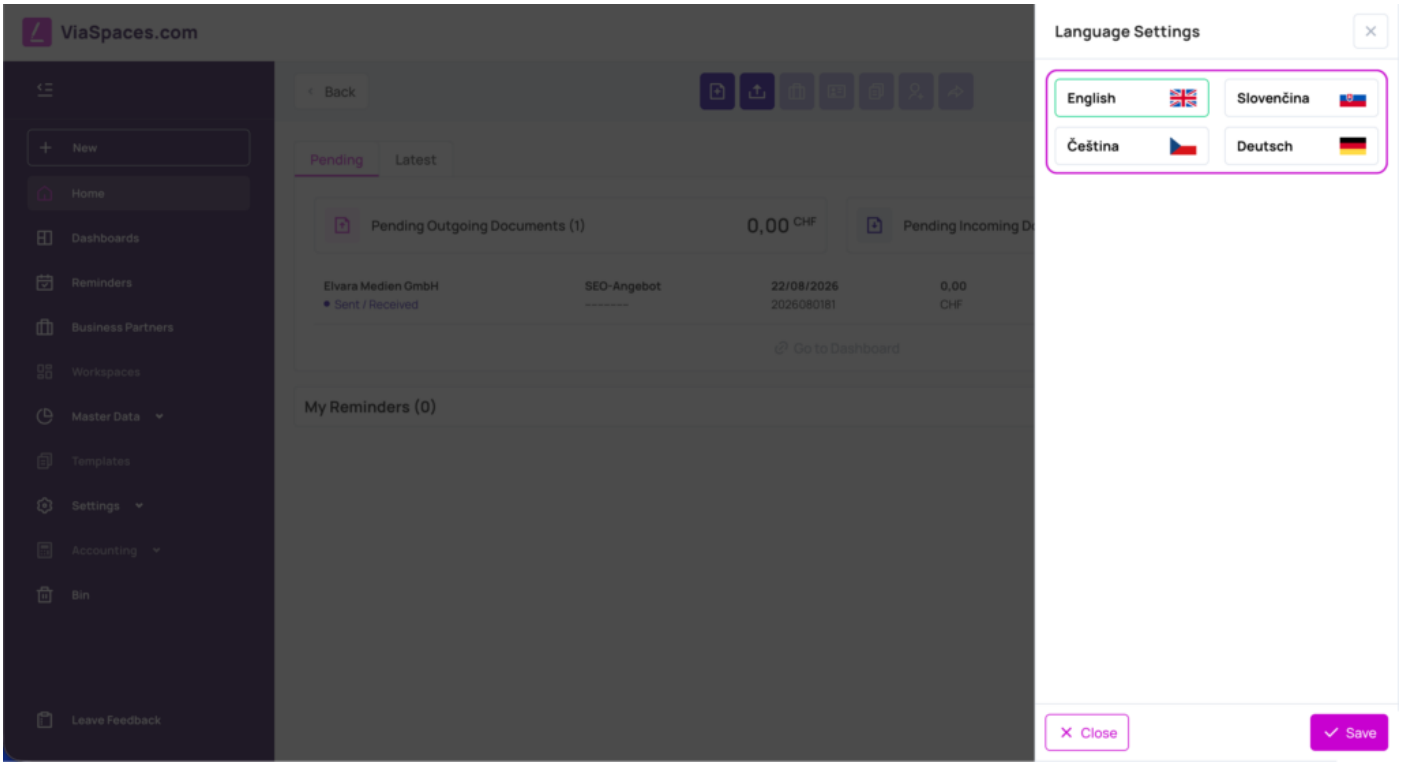
Sign-in email address

The sign-in email address is a permanent account identifier, set during registration. Access under a different email address is obtained by registering a new account with that address and adding the Entity to it.

Language

The Language side panel sets the application language. The setting is stored with the user profile and applies across accounts.

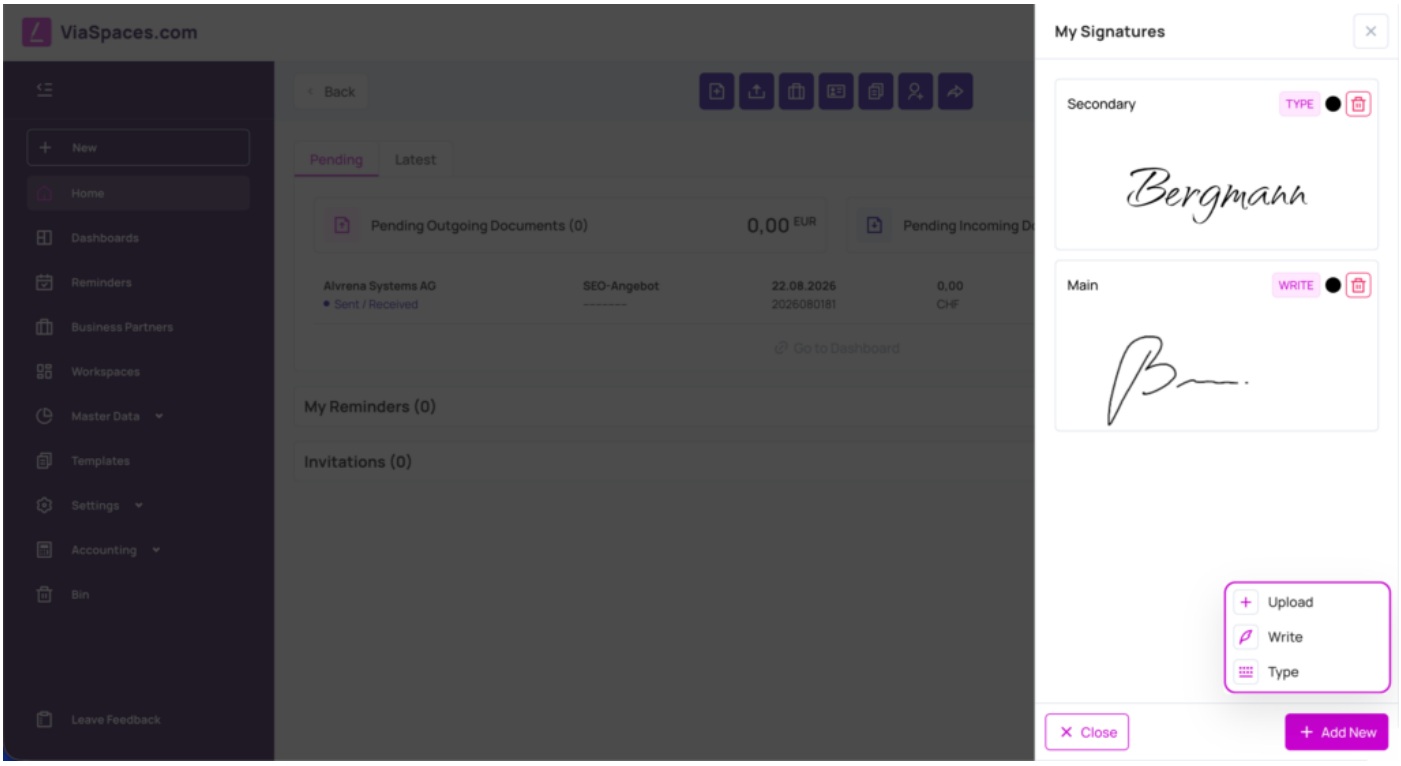
1. Open the user menu and select **Language**.
2. Select a language in the side panel.
3. Click **Save**.



The language changes after **Save** is pressed.

Signatures

Signatures are stored locally for the open account. The Signatures panel is available when an account is open, and the signatures created there belong to that account.



Procedure:

1. Open an account.
2. Open the user menu and select **Signatures**. The **My Signatures** sidebar opens on the right.
3. Click **Add New**.
4. Select a creation mode.
5. Complete the signature and save it.

Creation mode	Description
Upload	Uses an image file.
Write	Draws the signature.
Type	Generates the signature from typed text.

Upload constraints:

Constraint	Value
Maximum dimensions	300 × 150 px
Maximum file size	50 kB
Format	Allowed image format

Saved signatures are listed in the **My Signatures** sidebar and can be deleted individually.

Leave Feedback

Leave Feedback submits a message to the ViaSpaces team.

1. Open the user menu and select **Leave Feedback**.
2. Enter the message in the dialog.
3. Attach a screenshot, optionally.
4. Submit.

A confirmation message is displayed after submission.

Delete User Profile

Profile deletion is handled manually by the support team.

1. Open the user menu and select **Delete User Profile**.
2. The **Request user deletion** page opens and states that deletion is handled manually by the support team.
3. Click **Contact Support**. The mail action opens for contacting support.

Hint: Account lock and deletion are separate from profile deletion and are covered on the Create Account page.