

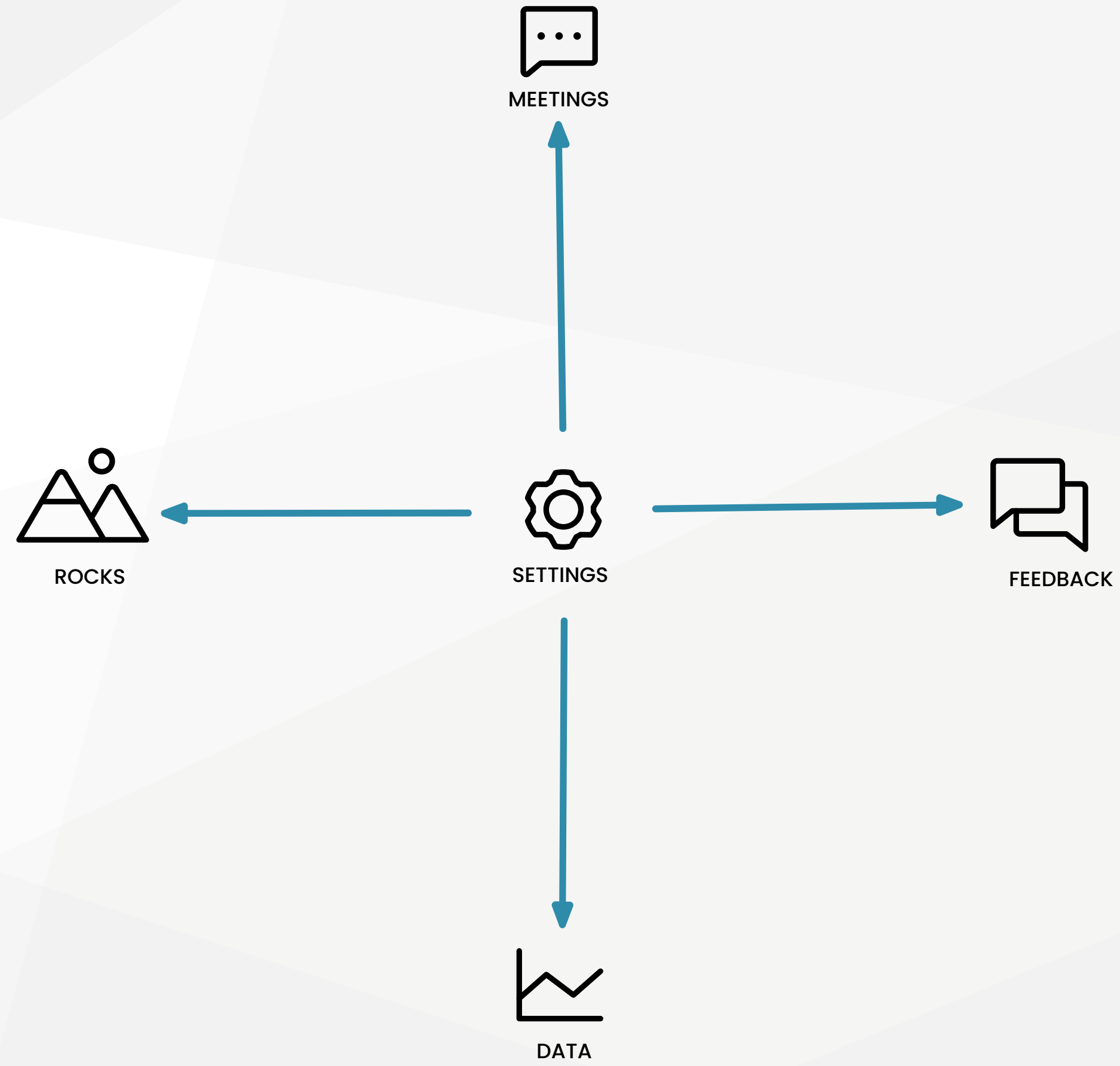


Settings

By Mark Abbott

Ninety offers a host of customizations aimed at helping you tailor your experience of our platform to your unique company and preferred [Business Operating System \(BOS\)](#).

We'll explore how to configure key company and personal settings that help you improve life within Ninety.



Company Settings

Users with [Owner or Admin](#) access control settings that affect the whole company. Access **TEAMS** and **CONFIGURATION** via the **SETTINGS** button on the lower left-hand side of the screen.

TEAMS

When [setting up teams](#), consider who needs to meet weekly (because they consistently work and solve problems together). Teams hold [Weekly Team Meetings](#) to [Raise, Discuss, and Resolve](#) (RDR) [Issues](#), assign [To-Dos](#), and hold each other accountable on [Rocks](#). An [Org Chart](#) can help you find these connections.

Do you have a team that only connects in the short term? Select **PROJECT** to skip the Vision while still harnessing the power of a Weekly Team Meeting. If you have a team that needs to work in the background, selecting **PRIVATE** limits the visibility of the team's content (Owners can still access the team).

OUR LANGUAGE

Does your company say "90-Day Goals" for what we call Rocks? [Customize the Ninety wording](#) to fit your organization using the **OUR LANGUAGE** settings. You can customize the name for each of the core tools within Ninety.

CONFIGURATION

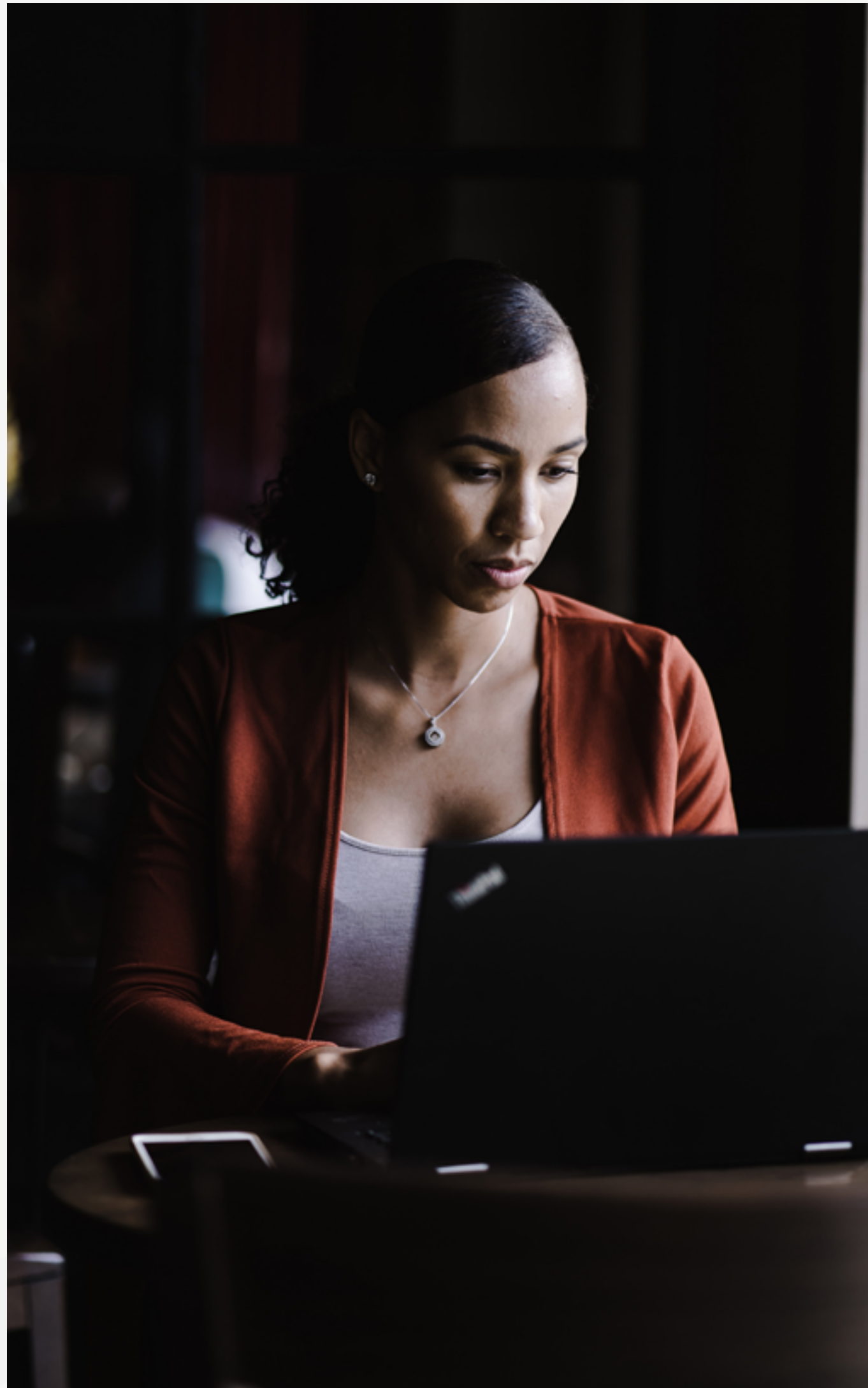
The **CONFIGURATION** page is where you make Ninety your own. Start by [customizing the look and feel](#) — upload your company's logo and adjust the color profile to make Ninety feel like home.

FEATURE CONTROLS is where you can activate some of Ninety's real power. The options under Data, such as the KPI Status Indicator, are designed to make scanning Data as efficient as possible. Activate them and then slide over to the [Data tool](#) to see their effects.

At Ninety, we highly recommend enabling Milestones in your settings and automatically creating To-Dos from them. Milestones help ensure progress on Rocks, especially when the Rocks have been made [SMART](#). Having Milestones automatically convert into To-Dos is an excellent way to keep them in mind (especially if you're diligently checking [My 90](#)).

One last item to think about: Where do you set the Bar for your [1-on-1 sessions](#)? Put simply, the Bar is the threshold below which a team member isn't the "Right Person" (not a good Core Values fit) or it's not the "Right Seat" (they aren't competent, committed, or capable of fulfilling the needs of the role). Consider it carefully; a team member who is "below the Bar" isn't to be taken lightly, so setting the threshold here can significantly impact 1-on-1 sessions.





Personal Settings

These settings are adjustable on an individual level. Any role type above Observer can access them; the only difference is that the Owner and Admins can edit other users' profiles.

MY PROFILE

In the top-right corner of Ninety, you'll find an icon with either your initials or a photo. Click it and select **MY ACCOUNT** to open your profile.

We encourage [uploading a headshot](#). Identifying who's assigned what is far more manageable when you can glance at the photo. Plus, seeing everyone's smiling faces makes the platform a more pleasant workspace.

We're also big believers in self-awareness and awareness of others, so we love behavioral reference tools like [Kolbe™](#), [TypeCoach™](#), and [CliftonStrengths™](#). We encourage clients to share that information in their profiles, too. Knowing the tendencies of our team based on these tools helps us better appreciate one another and understand what drives underlying dynamics.

Any updates you make to your profile apply across all the companies you're assigned to (you're not a different person based on the company, after all).

USER SETTINGS

The same drop-down menu you used to access MY ACCOUNT also includes a section called **USER SETTINGS**. Here you'll find the ability to [activate email notifications](#) and enter a specific schedule. These email notifications are set up to remind you of upcoming To-Dos, Rocks, and Milestones.

Activating these notifications is a great way to proactively monitor the tasks that require your attention in the coming week. Pick the time of the week you're most likely planning, or get a reminder with your morning cup of coffee.

Takeaway

We are only getting started when it comes to customizing Ninety to fit your company like a glove. Stay tuned to the [Product Updates blog](#) and your email for more updates!

What's next? Visit the [90u Library](#) or [try Ninety](#) today.