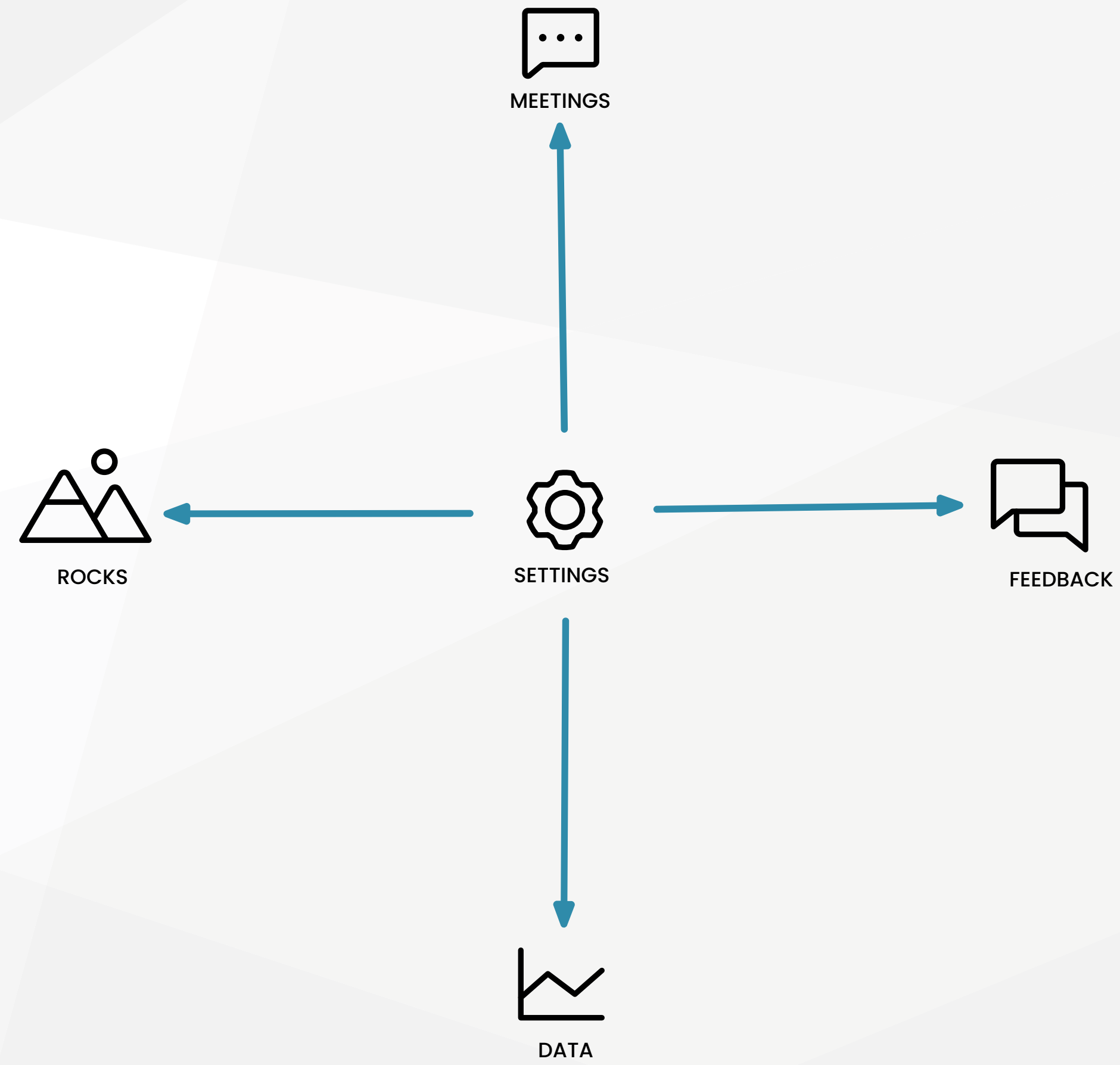


Settings

Ninety offers a host of customizations, all aimed at helping you tailor the experience and create your version of an optimally configured Business Operating System (BOS).

We'll explore some key settings and how they affect life within Ninety.



Company Settings

Users with Owner or Admin access control settings that affect the whole company ([learn more about the different Roles here](#)). **TEAMS** and **CONFIGURATION** are accessible via the **SETTINGS** button on the lower left-hand side of the screen.

Teams

How companies build their teams varies, especially as the size of the company changes (a company of 5 will have a very different view toward teams than a company of 500).

When setting up teams, consider who needs to meet weekly (because they consistently work and solve problems together) and who will be most reliant on whom. These are the folks that should be grouped into a team. Teams hold [Weekly Meetings](#) to Raise, Discuss, and Resolve (RDR) [Issues](#), assign [To-Dos](#), and hold each other accountable for [Rocks](#). A well-formulated [Responsibilities Chart](#) is valuable when looking for these connections.

There are a couple of team-level settings that you can also select here. Do you have a team that will only connect in the short term? Select **PROJECT** — this skips the Vision while still harnessing the power of the Weekly Meeting. If you have a team that needs to work in the background, selecting **PRIVATE** will limit the visibility of the team's content (Owners can still access the team).

Configuration

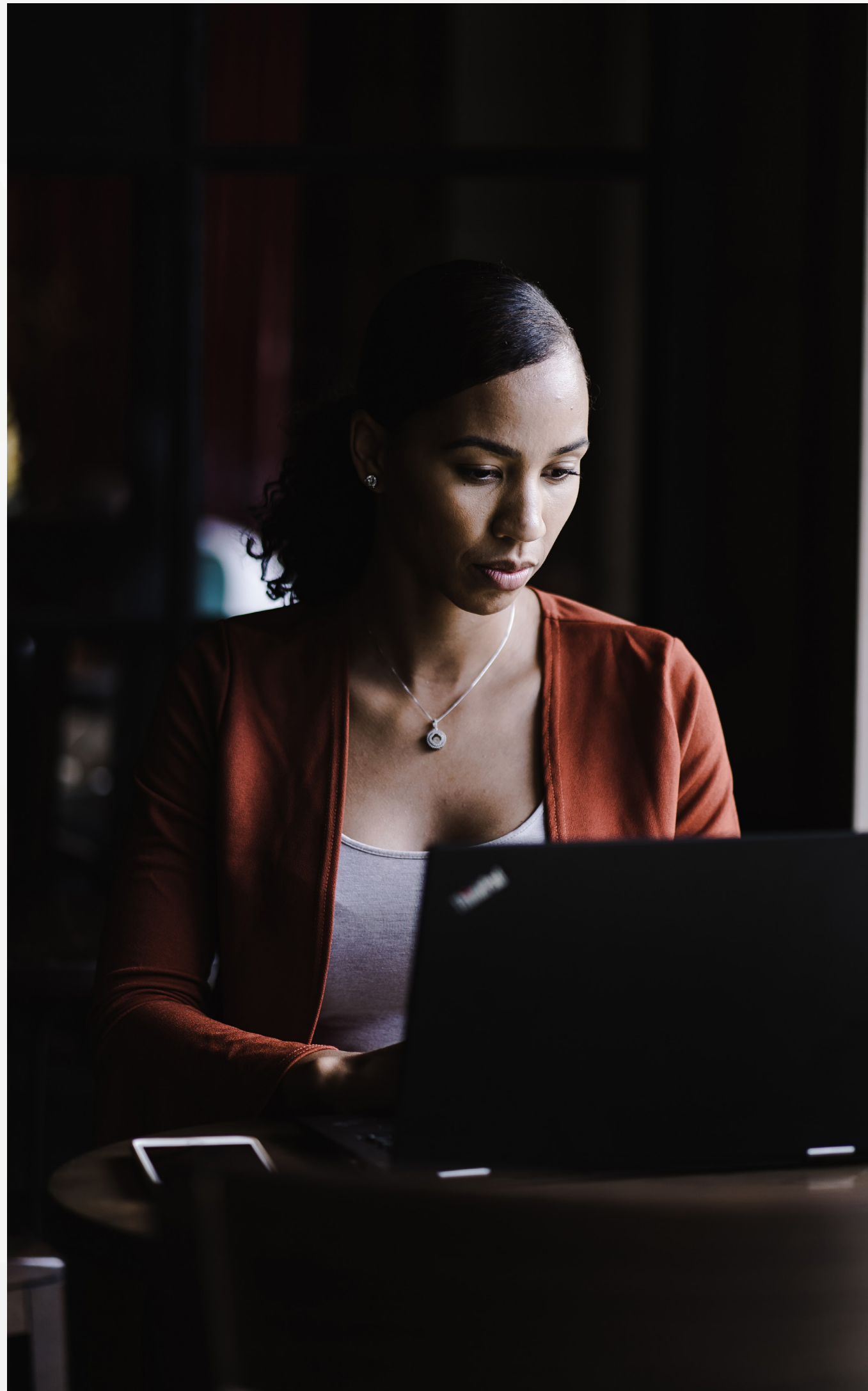
The **CONFIGURATION** page is where you get to truly make Ninety your own. This starts by [customizing the look and feel](#) — uploading your company's logo and adjusting the color profile is an easy way to make Ninety feel like home.

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 and automatically creating To-Dos from them. Milestones are incredible for ensuring 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 sn't the "Right Person" (i.e., not a good Core Values fit) or it's not the "Right Role" (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.





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.

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 that you’re most likely to be 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 our [Resource Library](#) or [try Ninety](#) today.