System Preferences

This is a collection of settings which affect how you use GMS 7. **System Preferences** is accessible from the **Setup** panel. These settings are divided into the following panels:

**Display**

- **Background image fade** allows you to adjust the transparency of the background images in GMS. 0 indicates complete visibility, while 100 is invisible.
- **Logo** allows you to upload a logo or image to be displayed in the lower left corner of your GMS screen.

**Defaults**

This section allows you to apply default values to newly created people, groups and addresses. These settings affect all users in GMS 7.

**International**

This section allows you to configure various formatting and units settings.

**Feature enabling**

This section allows you to enable/disable parts of GMS 7. When a feature is disabled, its options and tools will be hidden in most parts of GMS, however no data is lost when features are disabled.
**Entrant images**

This section allows you to enact rules for imported photos. These setting affect all users in GMS 7, however existing photos are not affected when changes are made.

**Scanned images**

Scanned images are those attached to comments and within certifications. If a new image is added, GMS will prompt you to optionally reduce its size. This section allows you to configure the values GMS will present in its prompt.

**Person lookup**

This section allows you to configure how GMS 7 performs the **Person lookup**.

![Person lookup](image)

**Advanced**

The **Options** section allows you to hide fields which are not relevant to your organization.

Other items in this section allow you to suppress other non-used functions, specify how to implement GMS updates and in which order to print labels.

**Address**

This section represents the address of your organization. Values entered here are available in custom reports and in mail merges.