


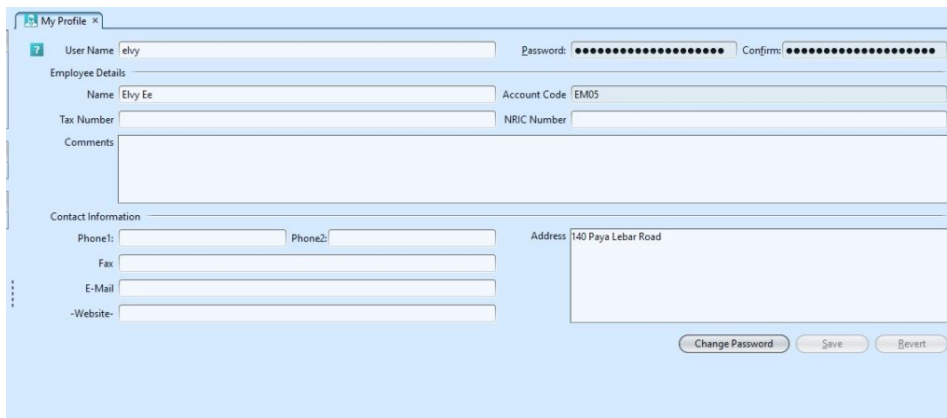


My Profile

My Profile view allows the user to view/update his personal details after he successfully login to the application. Below are available actions for the user from "My Profile":

-  Change user name
-  Change password
-  Change user / employee details



| Field Name | Description | Mandatory Information |
|--------------|--|-----------------------|
| User Name | The name of user | Y |
| Password | Password of the user name | Y |
| Confirm | Re-enter password to confirm password of the user name | Y |
| Name | Name of the user | Y |
| Account Code | Employee code in the company account | Y |
| Tax Number | Taxpayer Identification Number of the user | N |
| NRIC Number | The National Registration Identity Card number of the user | N |
| Comments | Comments | N |
| Phone | Contact number | N |
| Fax | Fax number | N |
| E-Mail | E-mail address | N |
| Website | Website URL address | N |
| Address | Address of the user | N |

Change User Name:

1. User name can be changed by modifying the field User Name
2. Click on the **“Revert”** button to undo changes.
3. Click on the **“Save”** button to save the change

***Note:** System will save the new user name if the name is not used by other users.

Change Password:

1. User can modify the current password by changing the fields **“Password”** and re-entering the same password in the **“Confirm”** field
2. System will prompt error, if the data in both the fields **“Password”** and **“Confirm”** are not the same
3. Click on the **“Revert”** button to undo changes.
4. Click on the **“Save”** button to save the change

Change Other Details:

1. Employee Name
 2. Tax Number
 3. NRIC Number
 4. Comments
 5. Contact info
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