

# 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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