Ticketing tool manual

Change of user name step by step





Ticketing Tool

Change user name

1. Click on the avatar and choose "Profile"

5 Requests Q **Help Center** NE 1. ACCOUNT Help Center / EU - SmartHub Ticketing Tool Profile 2. essity EU - SmartHub Ticketing Tool Advanced requests report Log out Welcome to our SmartHub Ticketing Tool for Europe. Please share with us any transport request. V Contact us about Load Update & Cancellation Slot Date Needed, Carrier Load Rejection, Update/Request new Pick Up Slot, Update Delivery > Date, Load Cancellation, Delivery Addition, Delivery Cancellation, Urgent/Special deliveries, Goods Documentation, Delivery Removal, TC Load Update Incidence Pick Up Event Truck Waiting To Be Loaded, Late Departure From Pick Up Premises, Carrier Late/Early Pick Up, Material Not Available/Not Prepared, Damage During Loading, Wrong Equipment, Carrier Behavior 2 Pick Up, Property Damage Caused During Collection, Product Overhang, Loading Delay Due To Customs **Incidence Delivery Event** Unloading Waiting Time, Customer Rejection, Wrong/missed Information, Damage During Transit, > Update Delivery Slot Time, Delivery Delay, Carrier Behavior Delivery, Physical POD Request, Delivery Delay Due To Customs

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Ticketing Tool

Change user name

2. Click on the field "Manage your account"



(GMT+01:00) Berlin

Edit account preferences



Ticketing Tool

- Change user name
- 3. Click inside the field with your user name to change the "Full Name & Public name"

A	Atlassian account	Learn more about your profile and visibility or vi	ew our privacy policy.
	Profile and visibility	Profile photo and header image	
	Email		
	Security	NIE	
	Account preferences	NE	
	Connected apps		Who can see your profile photo?
	Products		S Anyone
		About you	
		Full name	Who can see this?
		Natália Bajzíková (SmartHub Essity)	S Anyone
		Public name	
		Natália Bajziková (SmartHub Essity)	S Anyone
		Job title	
2		Your job title	S Anyone
		Department	

The recommended format is <u>Name Surname (Team specification).</u> e.g. Brad Pitt (CS GB67)

Once you write your new user name, confirm the change is done with the tick. \checkmark

Now you have changed your user name!





