

Ticketing tool manual

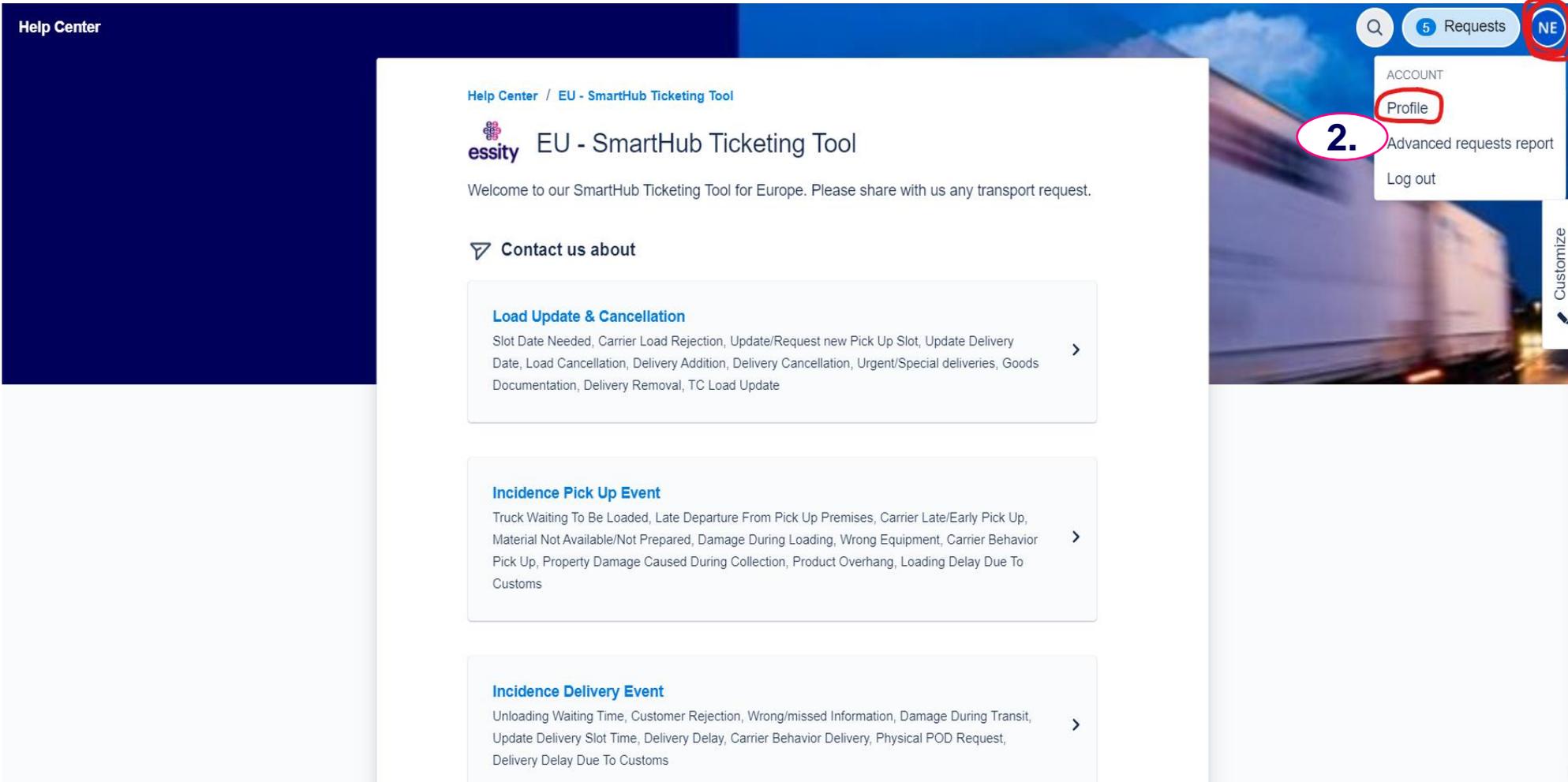
Change of user name step by step

1

Ticketing Tool

Change user name

1. Click on the avatar and choose "Profile"



Ticketing Tool

Change user name

2. Click on the field “Manage your account”

[Help Center](#)

Profile

 Your changes may take up to five minutes to appear.



Personal details

Name

Natália Bajžíková (SmartHub Essity)

Email

natalia.bajzikova@essity.com

[Manage your account](#)

3.

Language and time zone

Language

English (United States) [Default]

Time zone

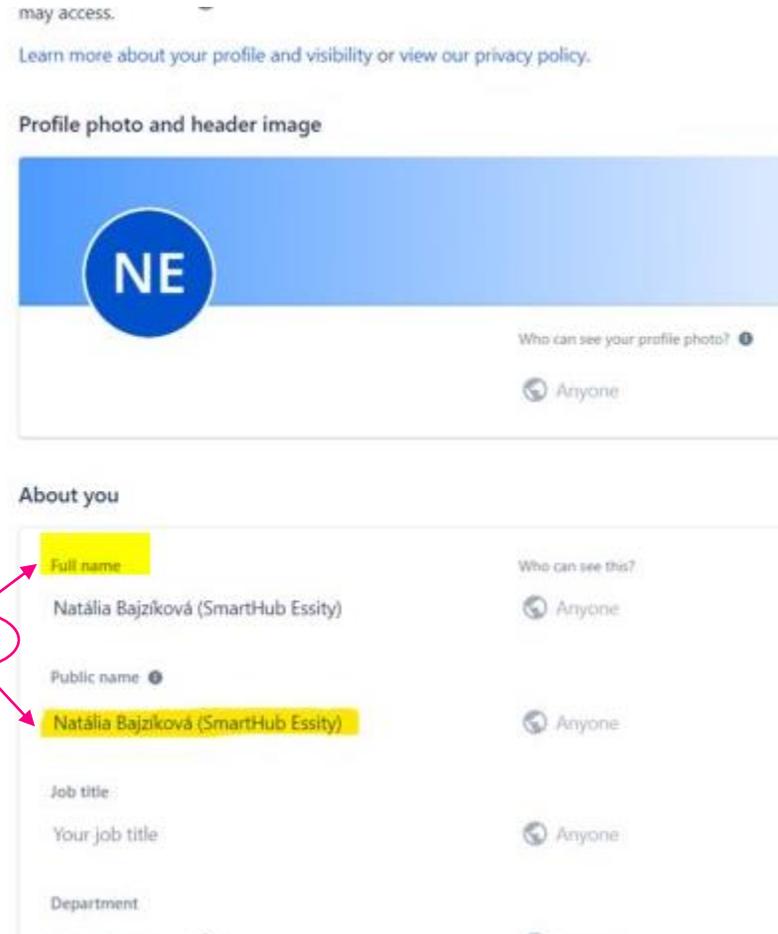
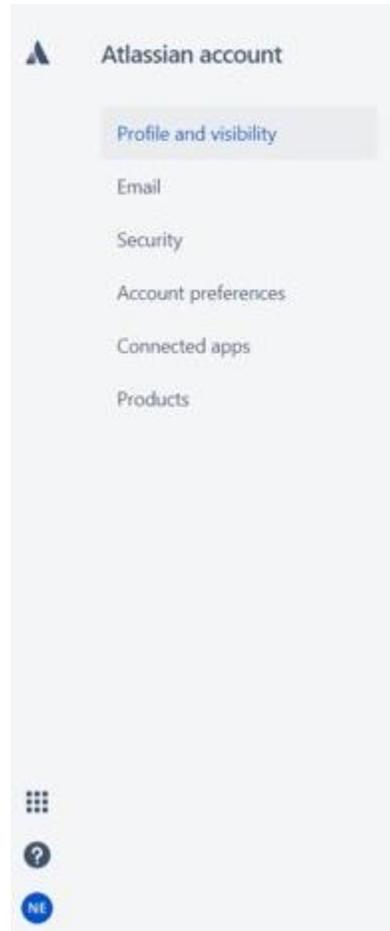
(GMT+01:00) Berlin

[Edit account preferences](#)

Ticketing Tool

Change user name

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



The recommended format is *Name Surname (Team specification)*.
e.g. *Brad Pitt (CS GB67)*

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

Now you have changed your user name!

Full name

Mariangela Tronccone (SmartHub Essity)

Public name ⓘ

Mariangela Tronccone (SmartHub Essity)

Who can see this?

Anyone

Anyone

5.

