



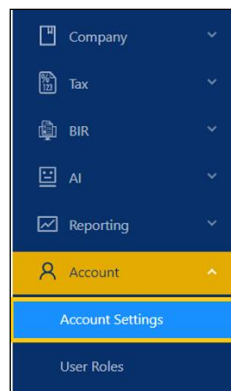
## How to Change User Display Name

### Overview:

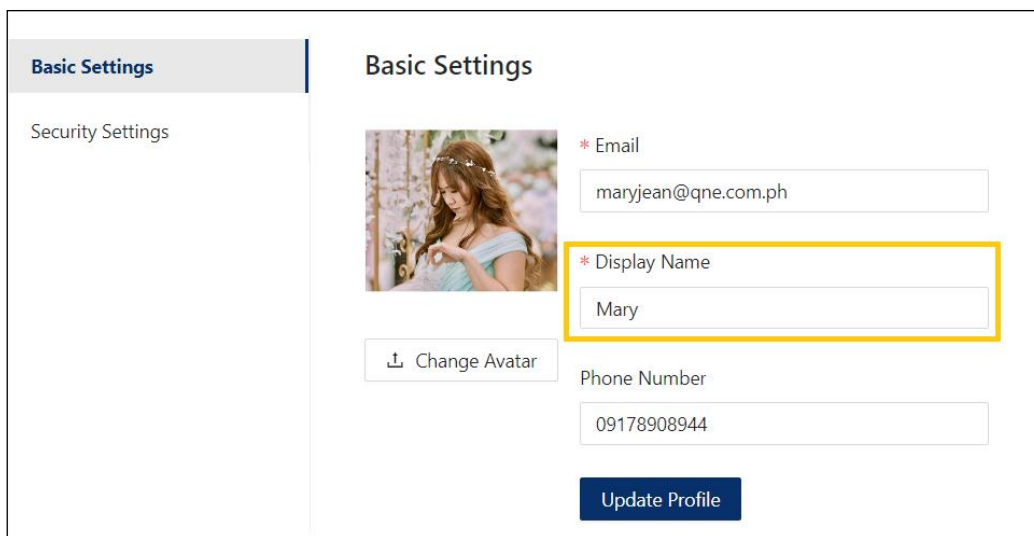
Users can change their display name after signing up in the system. This name will appear in the system's banner and will be used as a reference in the Audit Trail.

### Procedure:

1. In **Navigation Pane**, go to **Account > Account Settings**

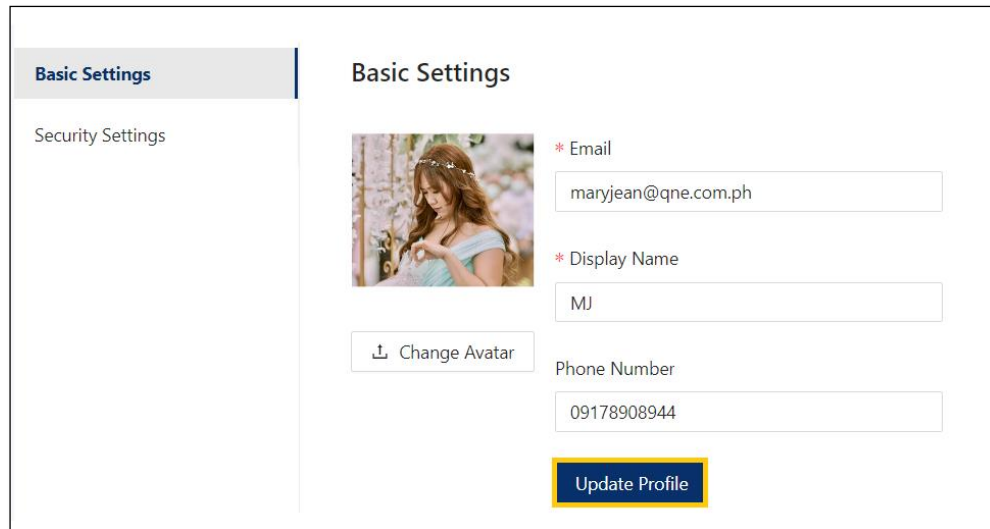


2. Under **Basic Settings**, enter the updated **Display Name**



The screenshot shows the 'Basic Settings' form. On the left is a sidebar with 'Basic Settings' and 'Security Settings'. The main area has a header 'Basic Settings' and a profile picture of a woman. Below the picture is a 'Change Avatar' button. To the right of the picture are three input fields: 'Email' (containing 'maryjean@qne.com.ph'), 'Display Name' (containing 'Mary' and highlighted with a yellow border), and 'Phone Number' (containing '09178908944'). At the bottom right is an 'Update Profile' button.

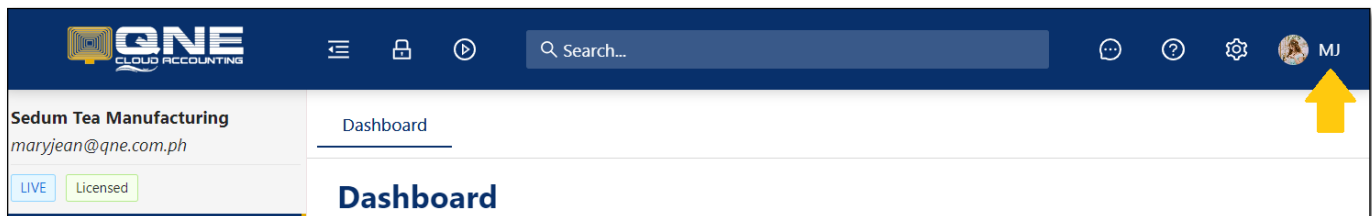
3. Once done, click **Update Profile**



The screenshot shows the 'Basic Settings' page in the QNE system. On the left is a sidebar with 'Basic Settings' (selected) and 'Security Settings'. The main content area is titled 'Basic Settings' and contains a profile picture of a woman, a 'Change Avatar' button, and form fields for 'Email' (maryjean@qne.com.ph), 'Display Name' (MJ), and 'Phone Number' (09178908944). A blue 'Update Profile' button is at the bottom right.

Application:

Display name in the banner is now updated.



**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**