

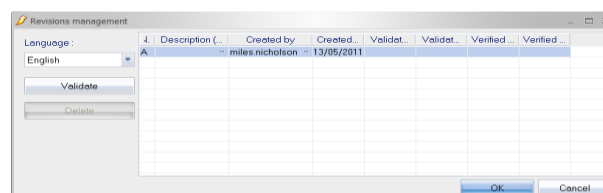
elecworks™ Tips & Tricks

Changing the elecworks™ Windows Login Name

In elecworks™ when you create a revision, the default name that is shown in the *Created by*, *Validated by* and *Verified by* fields will be the Windows login name. When you login to elecworks™ this will also be your Windows login name. When you send messages between different users who are logged onto elecworks™, this is also your Windows login name.

However, this Windows login name might not actually be your name and could simply be a PC identifier designated by I.T.

In the example screenshot of a revision below, the user name is the Windows login name and not the initials of the user meaning that it can often be difficult to fit on a title border or that you are not clearly identified to other users on the system.



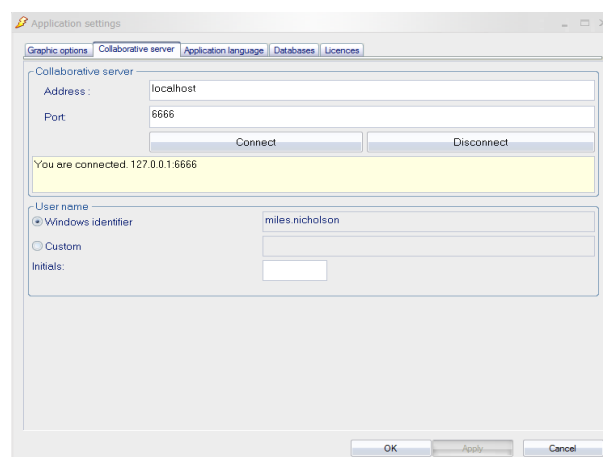
To change this “default” Windows login name:

Select the *Tools* ribbon tab



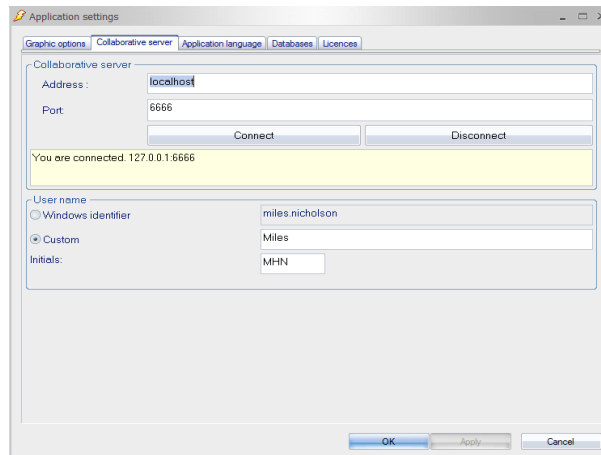
Select **Application Settings**

Select *Collaborative server* tab




Under the section *User Name* > select *Custom*

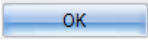
Both a different name and your initials can be entered (example below)



The Initials (e.g. <<your initials>>) are used for the *Created by*, *Validated by* and *Verified by* fields in the revision creation.

The Custom name (e.g. <<your forename>>) is used for:

- the elecworks™ login
- the name that other users see when logging into the same project
- the name that is seen when messaging other users, using elecworks™, via the command  *Connected Users*

Select  to accept any changes you make