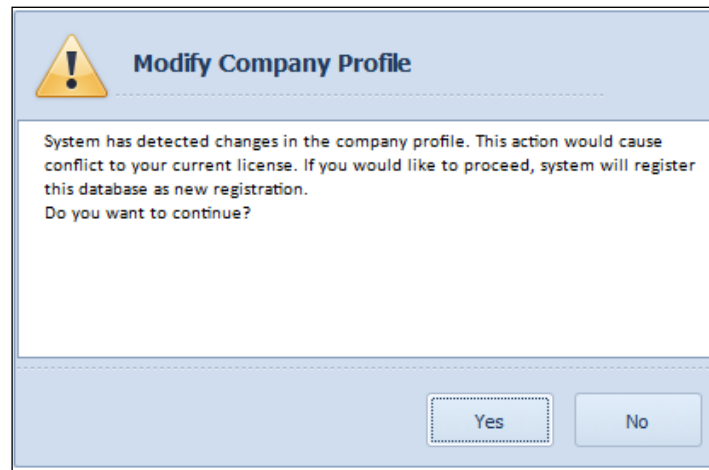




## Modify Company Profile Prompt

### Overview

Changes in *Company Profile* such as Address, TIN, and Company Name will show you the prompt below upon saving. This article will walk you through updating the company profile successfully.

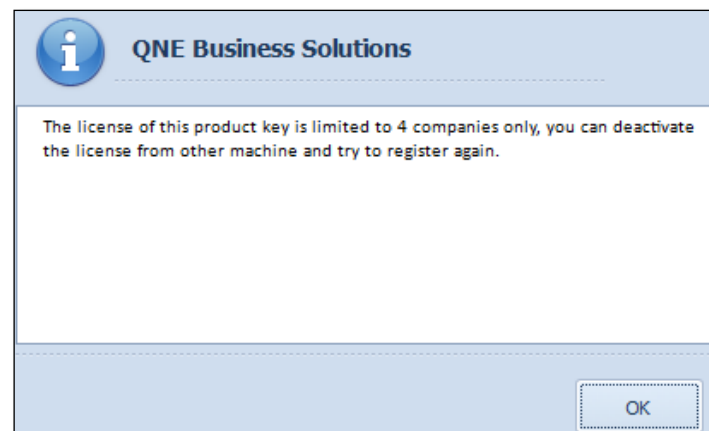


### Solution #1

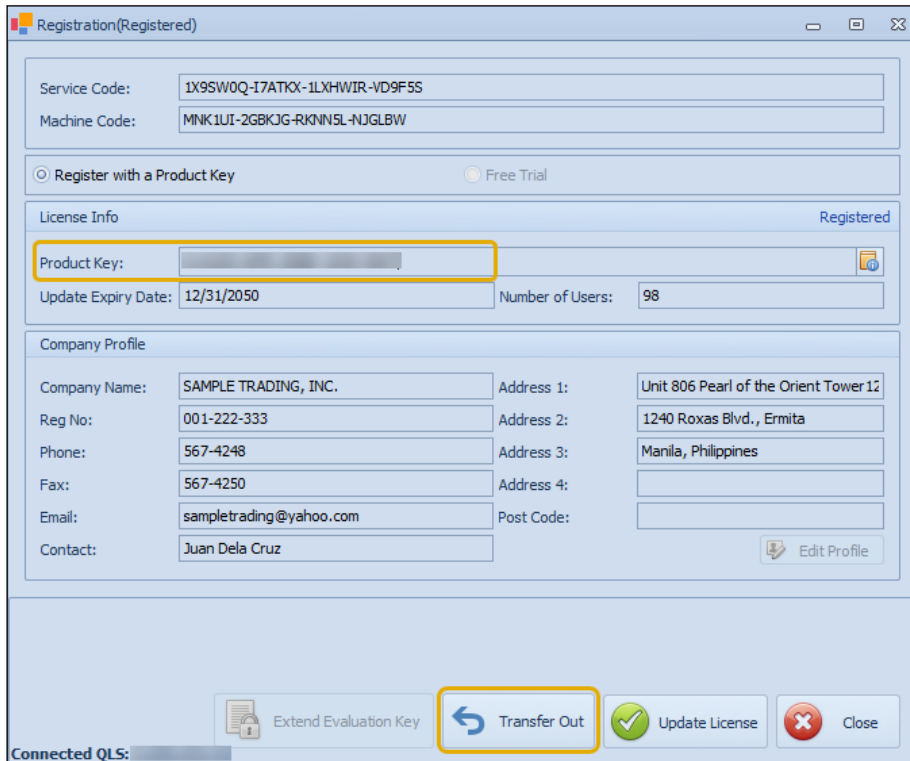
1. The prompt is just informing that the system will register the database or company as new. To proceed, click **Yes** and it will be all set.

### Solution #2

1. If performing the first solution and you get another prompt like below, click **OK** and then close the company profile screen.

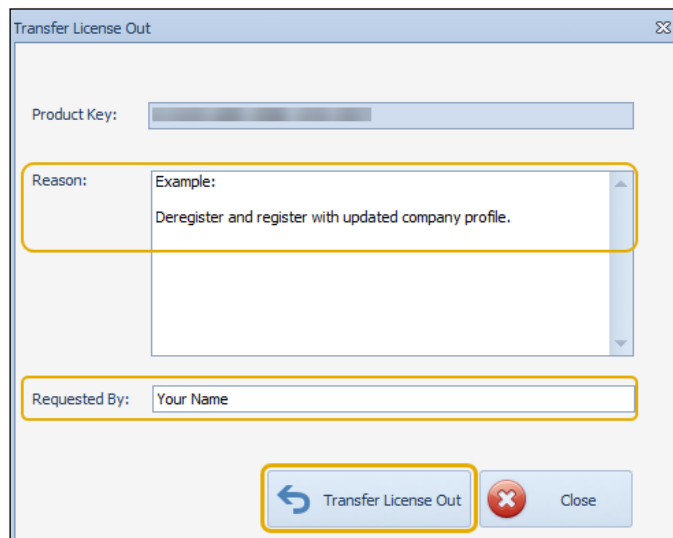


2. Ask all other users to log out of QNE for now. *(This will only take a few minutes)*
3. Go to **File > Registration**.
4. Copy or note down your license/product key. Click **Transfer Out**.



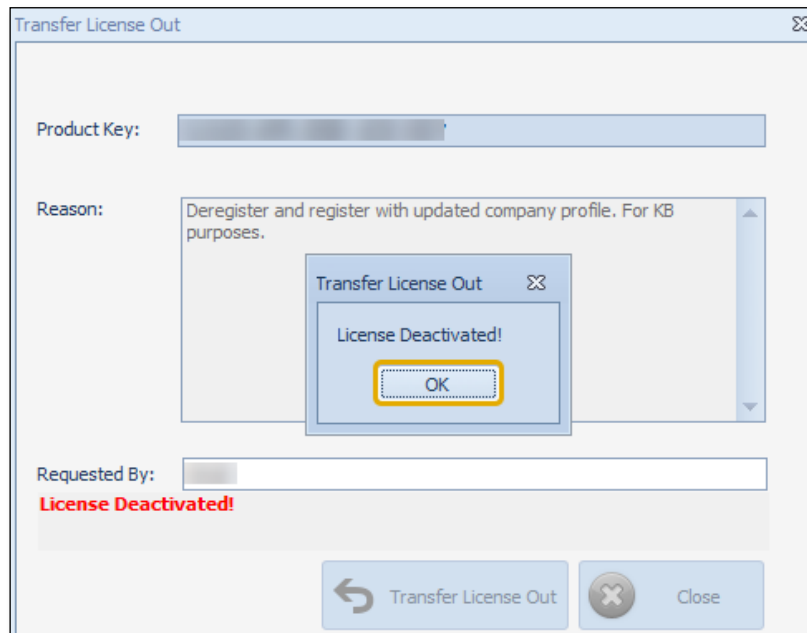
The screenshot shows the 'Registration(Registered)' window. It contains fields for Service Code (1X9SW0Q-17ATKX-1LXHWIR-VD9F5S) and Machine Code (MINK1UI-2GBKJG-RKNINSL-NJGLBW). Below these are radio buttons for 'Register with a Product Key' (selected) and 'Free Trial'. The 'License Info' section shows a 'Product Key' field (highlighted with a yellow box), 'Update Expiry Date' (12/31/2050), and 'Number of Users' (98). The 'Company Profile' section includes fields for Company Name (SAMPLE TRADING, INC.), Reg No. (001-222-333), Phone (567-4248), Fax (567-4250), Email (sampletrading@yahoo.com), and Contact (Juan Dela Cruz). Address fields are also present. At the bottom, there are buttons for 'Extend Evaluation Key', 'Transfer Out' (highlighted with a yellow box), 'Update License', and 'Close'. A 'Connected QLS:' status bar is at the very bottom.

5. Fill in the *Reason* and the *Request By* fields. Click **Transfer License Out**.

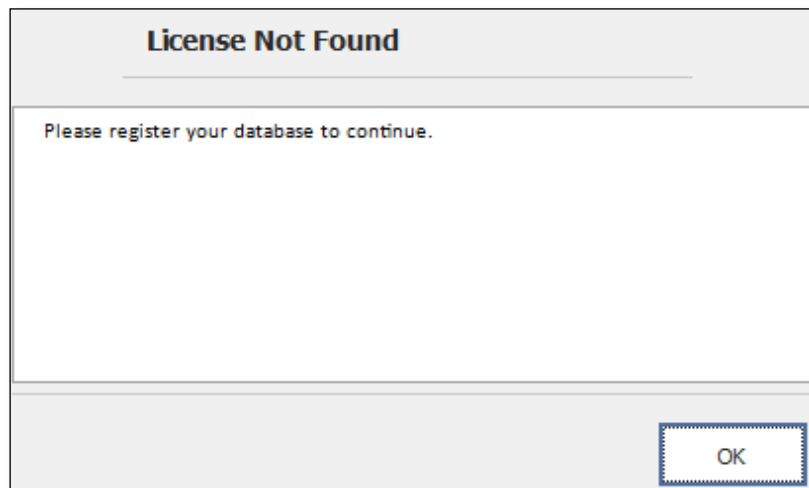


The screenshot shows the 'Transfer License Out' window. It has a 'Product Key' field at the top. Below it is a 'Reason' field (highlighted with a yellow box) containing an example text: 'Deregister and register with updated company profile.' Below the 'Reason' field is a 'Requested By' field (highlighted with a yellow box) containing the text 'Your Name'. At the bottom, there are buttons for 'Transfer License Out' (highlighted with a yellow box) and 'Close'.

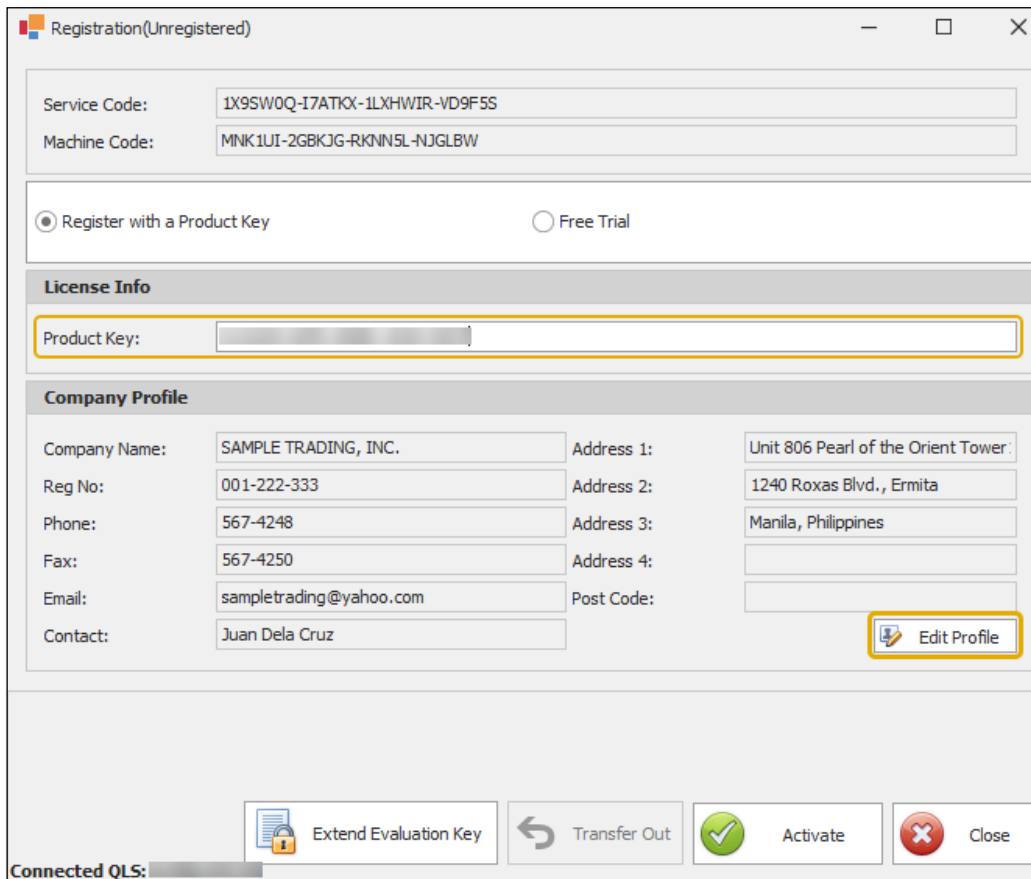
6. Click **OK** once the license is deactivated. (*You will be logged out automatically*)



7. Log back in and click **OK** on the *License Not Found* prompt.



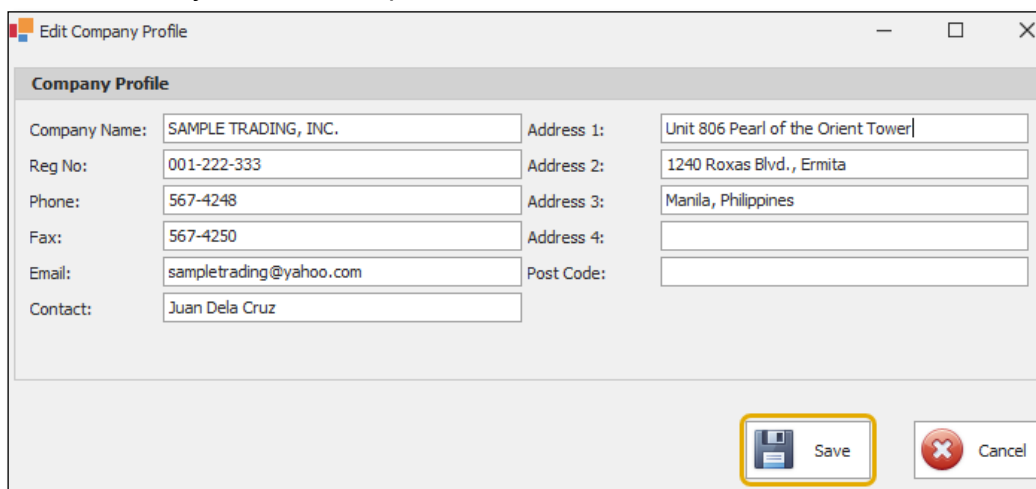
8. Enter your license/product key and click **Edit Profile**.



The Registration(Unregistered) window contains the following fields and controls:

- Service Code: 1X9SW0Q-I7ATKX-1LXHWIR-VD9F5S
- Machine Code: MNK1UI-2GBKJG-RKNNSL-NJGLBW
- Registration options: ☒ Register with a Product Key, ☐ Free Trial
- License Info: Product Key: [Empty field]
- Company Profile:
  - Company Name: SAMPLE TRADING, INC.
  - Reg No: 001-222-333
  - Phone: 567-4248
  - Fax: 567-4250
  - Email: sampletrading@yahoo.com
  - Contact: Juan Dela Cruz
  - Address 1: Unit 806 Pearl of the Orient Tower
  - Address 2: 1240 Roxas Blvd., Ermita
  - Address 3: Manila, Philippines
  - Address 4: [Empty field]
  - Post Code: [Empty field]
- Buttons: Edit Profile (highlighted), Extend Evaluation Key, Transfer Out, Activate, Close
- Connected QLS: [Empty field]

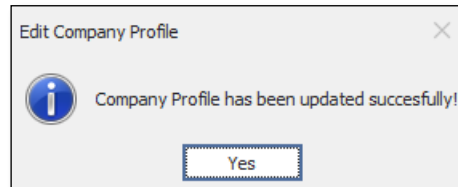
9. Edit the information you want to update and click **Save**.



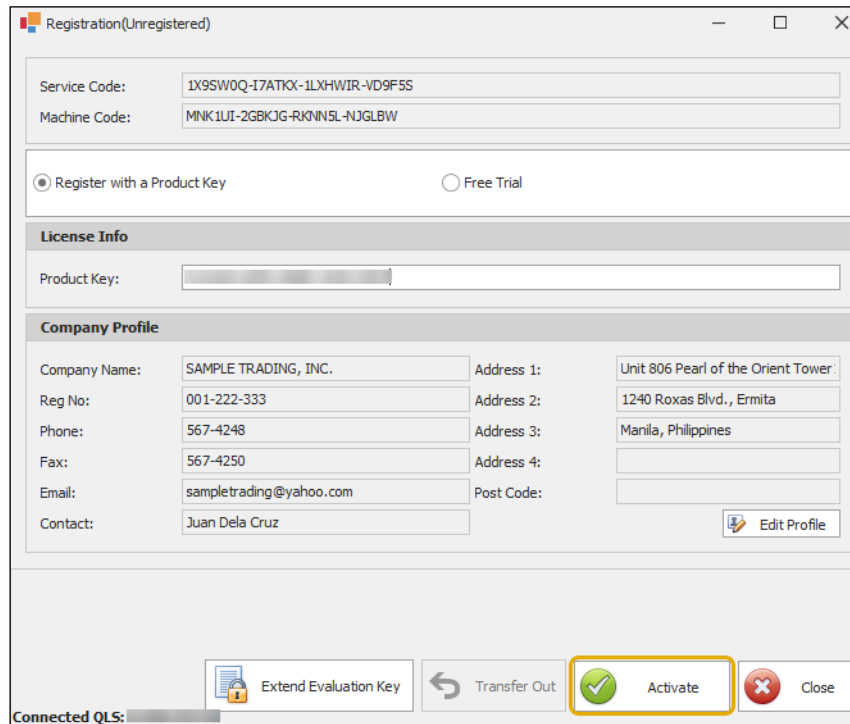
The Edit Company Profile window contains the following fields and controls:

- Company Profile:
  - Company Name: SAMPLE TRADING, INC.
  - Reg No: 001-222-333
  - Phone: 567-4248
  - Fax: 567-4250
  - Email: sampletrading@yahoo.com
  - Contact: Juan Dela Cruz
  - Address 1: Unit 806 Pearl of the Orient Tower
  - Address 2: 1240 Roxas Blvd., Ermita
  - Address 3: Manila, Philippines
  - Address 4: [Empty field]
  - Post Code: [Empty field]
- Buttons: Save (highlighted), Cancel

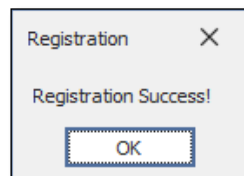
10. Click **Yes**.



11. Click **Activate**.

A screenshot of the "Registration(Unregistered)" window. It contains fields for "Service Code" (1X9SW0Q-I7ATIX-1LXHWIR-VD9FSS) and "Machine Code" (MNK1UT-2GBKJG-RKNNSL-NJGLBW). Below these are radio buttons for "Register with a Product Key" (selected) and "Free Trial". A "License Info" section has a "Product Key" field. A "Company Profile" section contains fields for "Company Name" (SAMPLE TRADING, INC.), "Reg No" (001-222-333), "Phone" (567-4248), "Fax" (567-4250), "Email" (sampletrading@yahoo.com), "Contact" (Juan Dela Cruz), and four "Address" fields (Address 1: Unit 806 Pearl of the Orient Tower, Address 2: 1240 Roxas Blvd., Ermita, Address 3: Manila, Philippines, Address 4: empty). There is an "Edit Profile" button. At the bottom, there are buttons for "Extend Evaluation Key", "Transfer Out", "Activate" (highlighted with a green checkmark), and "Close". A "Connected QLS:" field is at the bottom left.

12. Click **OK** and it is now all set. (All other users may now log back in)



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

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