

# Set Up Your Profile

*A Comprehensive Guide for Users*



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In **qmsWrapper** each user can have a personalized user profile.

In the top right corner, you will see your name. By clicking on your name, the panel will expand to present basic options: **Profile Settings**, **Logout**, your **status**, and at the bottom of the panel, you will find the button to “**Download Wrapper File App.**”

Your status is automatically set to Available, but you can change it anytime to Busy, Away or Offline. The “Download Wrapper File App” button is for Downloading the Desktop App through what you can work offline and manage documents from your cloud Storage.

More information about the Wrapper Desktop App: <https://www.qmswrapper.com/blog/wrapper-file-app-advanced-editing-and-control-of-the-documents>.

## Profile Settings

Under “**Profile Settings**,” you can find all settings related to your personal profile:

- User Information
- Conversation Settings
- Preferences
- Security

Upload your profile image in the **User Information** section. When you select an image, don't forget to click the “Save Information” button. Your profile image will be uploaded to Storage (Document management), My Documents section.

In **Conversation Settings**, you can set notification sounds by checking/unchecking the checkbox.

**Preferences**, next to basic settings, you will find more options:

- **Display**

- What version of the display do you prefer and whether you want to open conversations in the same window or a new tab.

- **Notification settings**

- What type of notifications (email or/and wrapper notification) you would like to receive for each type of action (issue, approval).

In the **Security** setting, you can **change your current login password** and set or change your **Approval PIN**.

If your company uses **LDAP authentication**, you won't have a **"Change Password" section**. When you change your password in your system, it will be automatically changed in qmsWrapper.

**Approval PIN is a 4-digit number** that you will use as your PIN Signature, memorize this number and for safety reason it is preferred not to share it with any of your colleagues. When you need to approve/decline a file, you will use this PIN number to prove your identity (like a signature). You can change the PIN Signature numbers using your current password.

Implemented **electronic signature** in the software is one of the main criteria for an eQMS. **21 CFR part 11** clearly outlines the fundamental rules of electronic signature implementation and control for compliance needs. When we are talking about **quality management** and **ISO/FDA compliance**, these signatures should be traceable and attachable to documents and cover approvals/reviews for documents and records. qmsWrapper provides a detailed history of trail, such as: who signed the file, when it was signed, all the details that are crucial aspects of an audit.

Contact us for company-specific questions. We can help you at any stage.

Best regards,  
The qmsWrapper Helpdesk Team  
Contact us at [contact@qmswrapper.com](mailto:contact@qmswrapper.com).