Personal Details

Here you can update all your contact details & add a profile picture.

From the Main Menu:

1. Click on your Photo or image box.
   This will take you straight to Personal Details #4 below.

2. Or Select Profile from Main Menu

3. Personal Details
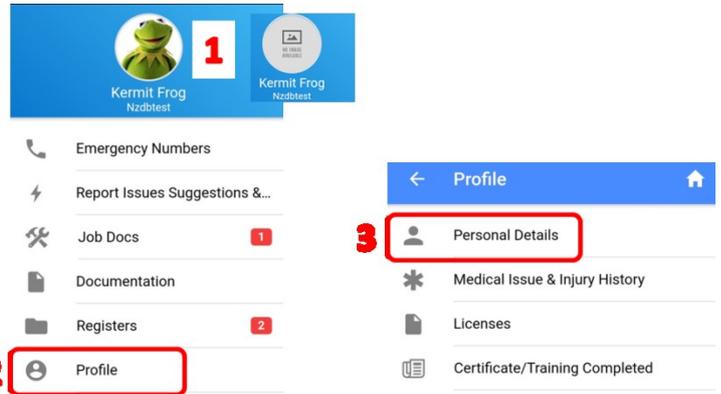
4. Amend any details as required.

5. Click Save ✓ when done.

6. Click on the Photo Icon to upload or change your photo.

7. Select from Gallery or Camera.

   Select or take a **photo** & click OK.
   To remove a photo select 🗑 **Delete Photo** .

Click Save ✓ when done

NOTES:

- Changes made to any fields will be recorded on the Web App under your **staff profile** and an email sent to the Administrator.

- The Employee ID field cannot be changed.