

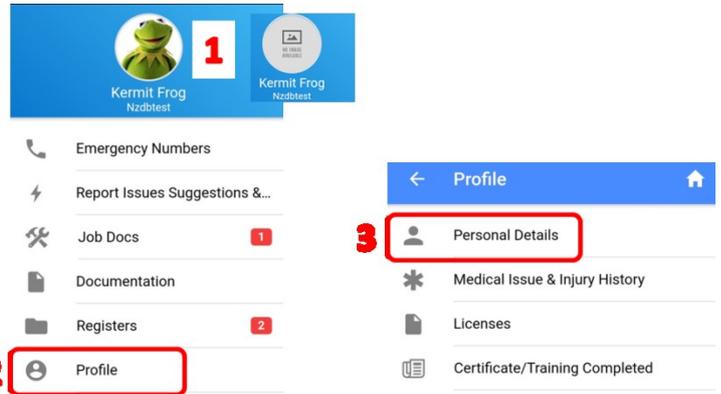


Personal Details

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



← Personal Details



Username
gman

Firstname
George

Lastname
Foreman

EmployeeID
SM8956

Email
heidit@celoces.com

Postal Code

4

5



← Personal Details



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Choose Action

- From Gallery
- From Camera
- Delete Photo
- Cancel

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.

