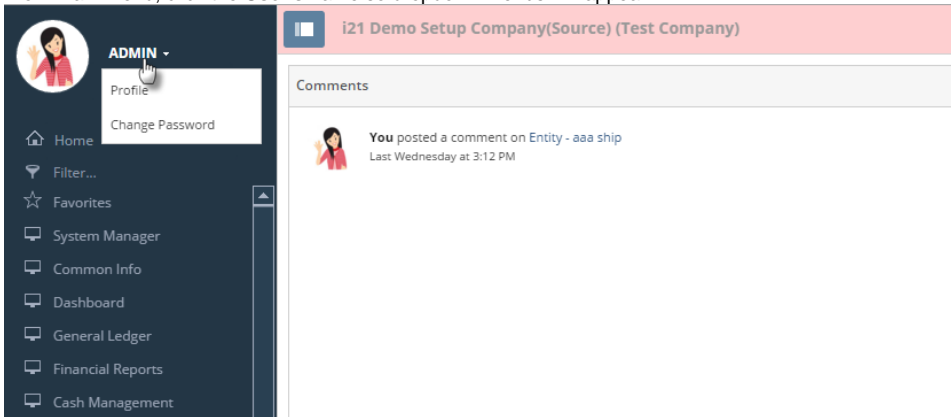
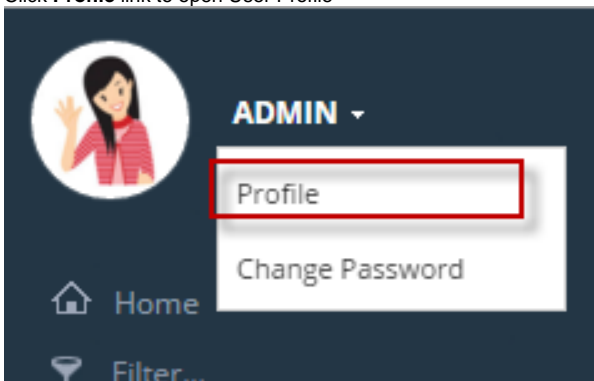


How to Update User Profile

1. From main menu, click the **User's** name so dropdown menus will appear



2. Click **Profile** link to open User Profile



3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link

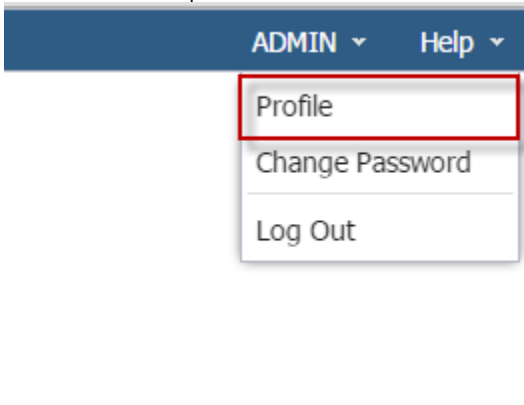
The screenshot displays the 'User Profile' form. It has a title bar with 'User Profile' and window controls. Below the title bar is a toolbar with buttons: Save, Undo, Archived Reports, Enable Two-Step Verification, and Close. The form itself has a 'Details' tab. Fields include: Full Name (ADMIN), Email (beth.delapaz@irely.com), Title (Administrator), Phone (63-955-9895), Mobile (9658795), Alt Phone (656-99-88), Alt Email (test@test.com), Contact Method (Email or Phone), Fax (123456789), Location (0000 - Home Office), and Department (Sales). There is a placeholder for a profile photo. At the bottom, there is a status bar with icons for help, refresh, lightbulb, and email, along with the text 'Edited' and a pagination indicator 'Page 1 of 1'.

4. Click **Save** toolbar button

1. From main menu, click the **User's** name so dropdown menus will appear



2. Click **Profile** link to open User Profile



3. Change the necessary fields

A screenshot of a web application window titled 'User Profile'. The window has a toolbar with icons for 'Save', 'Undo', 'Archived Reports', and 'Close'. The main area contains a form with the following fields: 'Full Name' (ADMIN), 'Email' (admin@irely.com), 'Title' (mr.), 'Phone' (1234-45-45), 'Mobile' (98756223), 'Alt Phone' (123-89-56), 'Alt Email' (admin2@irely.com), 'Contact Method' (Phone), 'Fax' (empty), 'Location' (iRely Makati), and 'Department' (IT). There is an 'Add Photo' link next to the 'Email' field. The status bar at the bottom shows 'Ready'.

4. Add a profile photo by clicking **Add Photo** link

A screenshot of the same 'User Profile' form, but now with a profile photo added. The photo is a cartoon illustration of a woman with black hair, wearing a red and white striped shirt, waving. The photo is located in the top right corner of the form, next to the 'Add Photo' link.

5. Click **Save** toolbar button