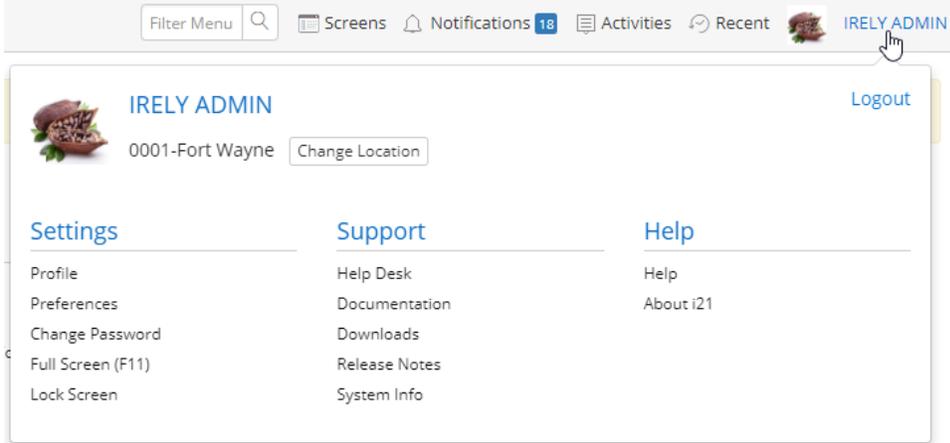
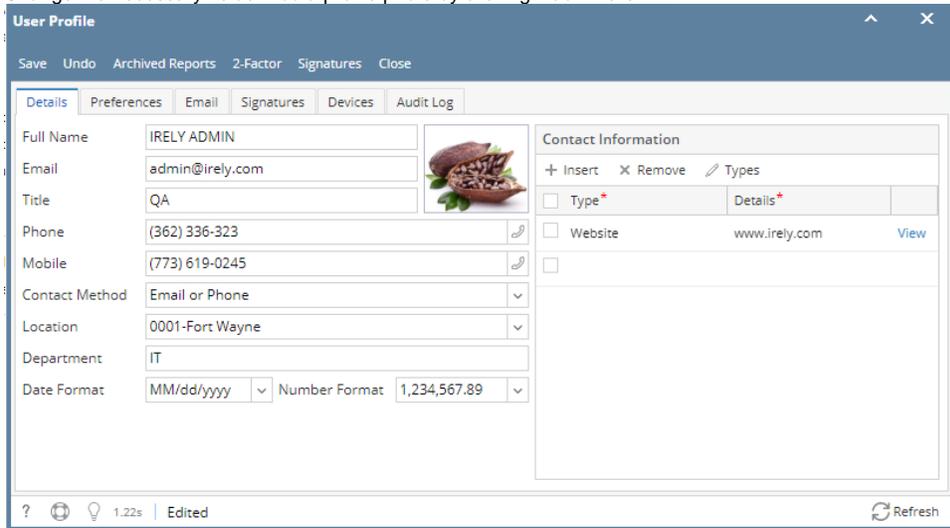


# Update User Profile

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

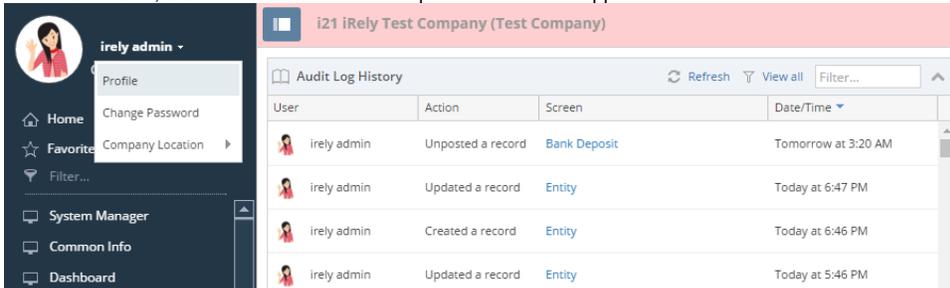


2. Click **Profile** under **Settings** group to open the User Profile
3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link



4. Click **Save** toolbar button

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



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

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

**User Profile**

Save Undo Archived Reports 2-Step Verification Close

Details Preferences Devices Audit Log (3)

Full Name: irely admin

Email: beth.delapaz@irely.com

Title: Test

Phone: 444-55-55

Mobile: 0955888999

Contact Method: Email

Location: 0001 - Fort Wayne

Department: Test

Timezone: (UTC-11:00) Coordinated Universal Time-11

Contact Information

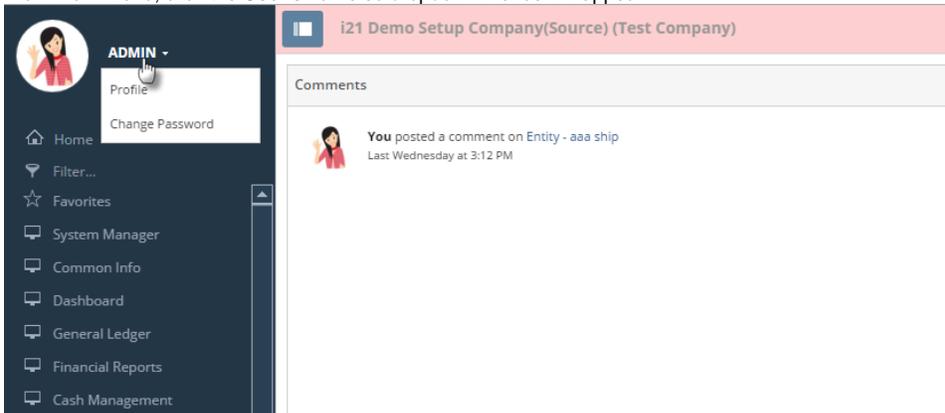
+ Insert X Remove Types

Type	Details
<input type="checkbox"/> Youtube	www.youtube.com <a href="#">View</a>
<input type="checkbox"/>	

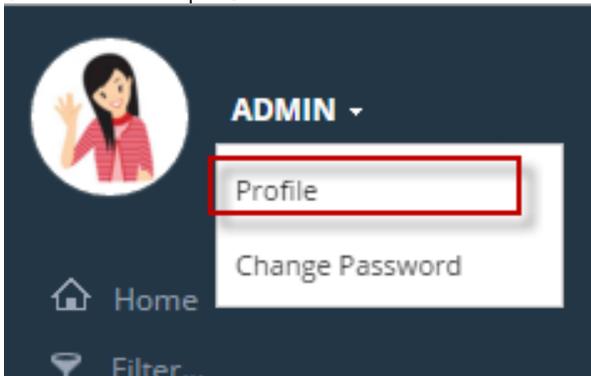
Edited

4. Click **Save** toolbar button

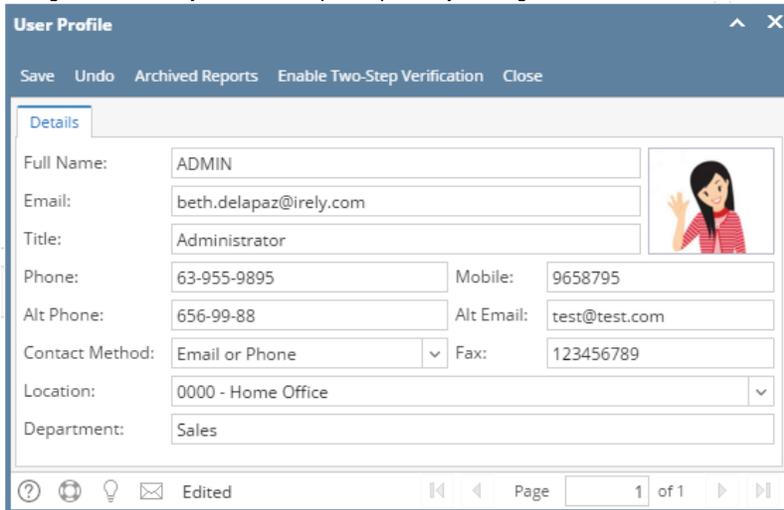
1. From main menu, click the **User's** name so dropdown menus will appear



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



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



The screenshot shows a 'User Profile' window with a blue header and a toolbar containing 'Save', 'Undo', 'Archived Reports', 'Enable Two-Step Verification', and 'Close'. The main content area is titled 'Details' and contains the following fields:

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		
Department:	Sales		

At the bottom, there is a toolbar with icons for help, refresh, lightbulb, and email, followed by the text 'Edited'. On the right side of the toolbar, there are navigation arrows and the text 'Page 1 of 1'.

4. Click **Save** toolbar button