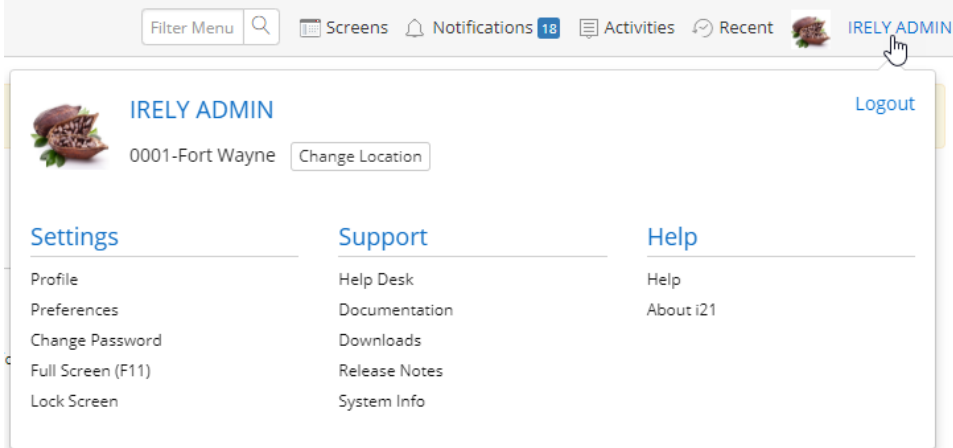


# Update User Profile

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

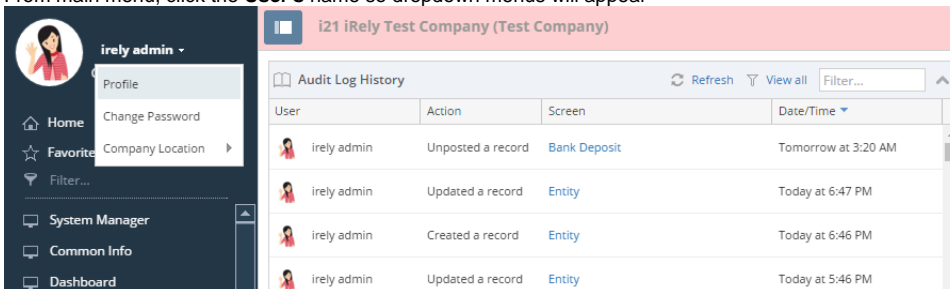


2. Click **Profile** under **Settings** group to open the User Profile
3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link

The screenshot shows the 'User Profile' form. The form has a header with 'User Profile' and a toolbar with 'Save', 'Undo', 'Archived Reports', '2-Factor', 'Signatures', and 'Close'. Below the header, there are tabs for 'Details', 'Preferences', 'Email', 'Signatures', 'Devices', and 'Audit Log'. The 'Details' tab is active, showing fields for Full Name (IRELY ADMIN), Email (admin@irely.com), Title (QA), Phone ((362) 336-323), Mobile ((773) 619-0245), Contact Method (Email or Phone), Location (0001-Fort Wayne), Department (IT), Date Format (MM/dd/yyyy), and Number Format (1,234,567.89). There is a profile picture placeholder with an 'Add Photo' link. To the right, there is a 'Contact Information' section with a table for adding contact details. The table has columns for 'Type', 'Details', and 'View'. The first row has 'Type' as 'Website' and 'Details' as 'www.irely.com'. The second row is empty.

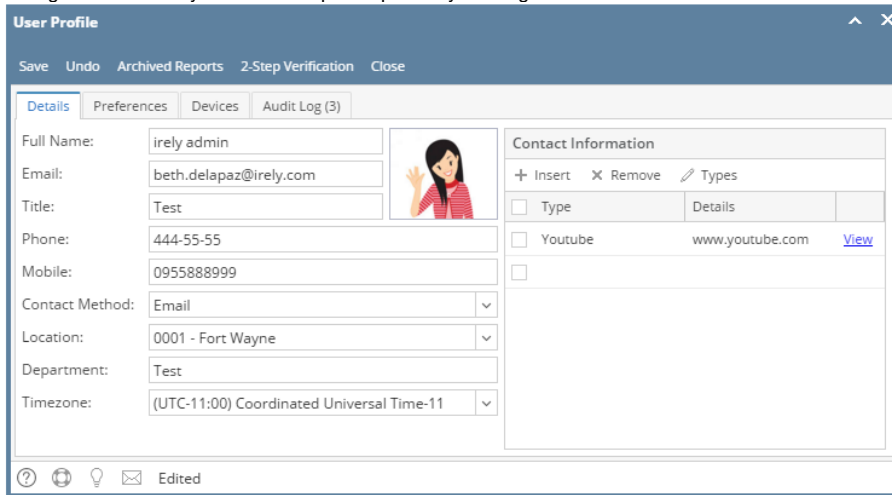
4. Click **Save** toolbar button

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



The 'User Profile' form is displayed with the following fields and values:

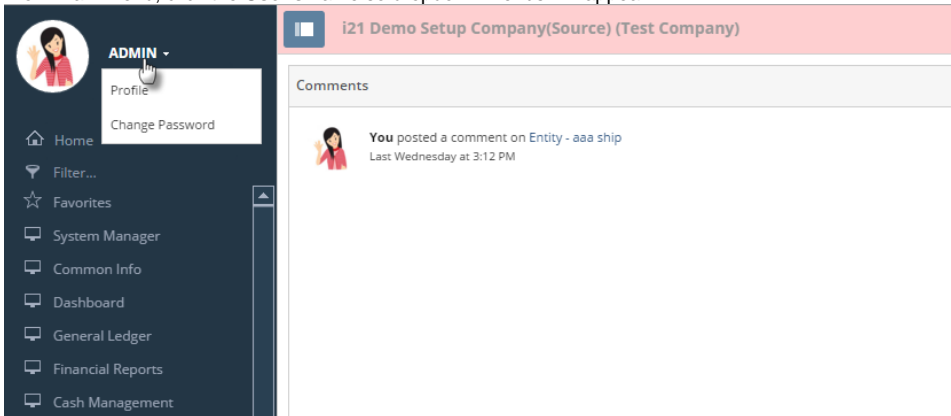
Field	Value
Full Name	irely admin
Email	beth.delapaz@irely.com
Title	Test
Phone	444-55-55
Mobile	0955888999
Contact Method	Email
Location	0001 - Fort Wayne
Department	Test
Timezone	(UTC-11:00) Coordinated Universal Time-11

On the right, the 'Contact Information' section includes a table with the following data:

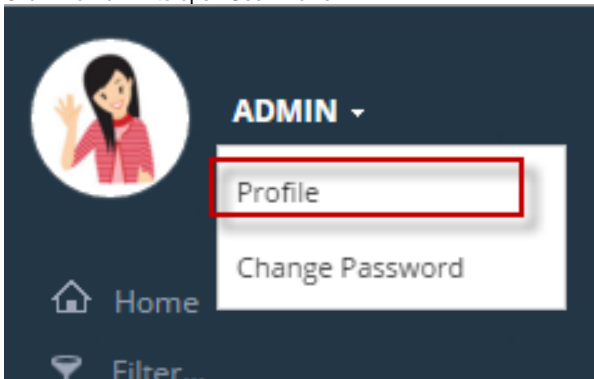
Type	Details
Youtube	www.youtube.com <a href="#">View</a>

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

**User Profile** ^ X

Save Undo Archived Reports Enable Two-Step Verification Close

**Details**

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			

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4. Click **Save** toolbar button