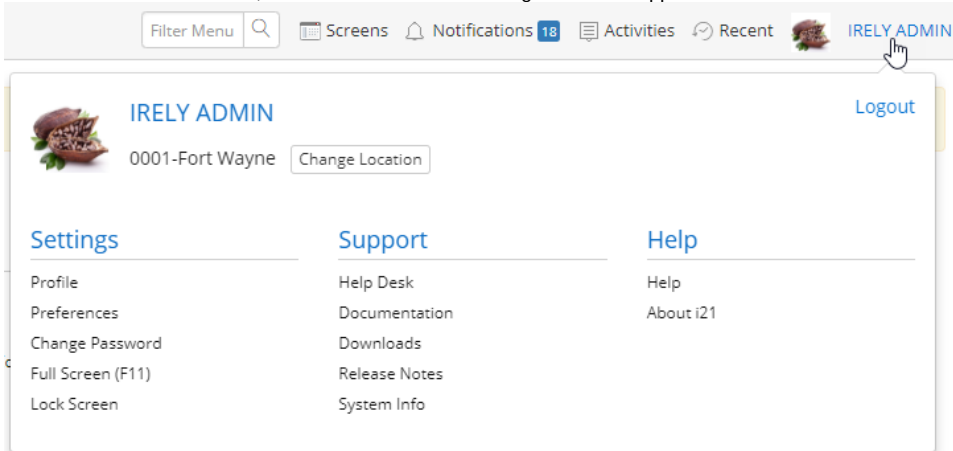


Update User Profile

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

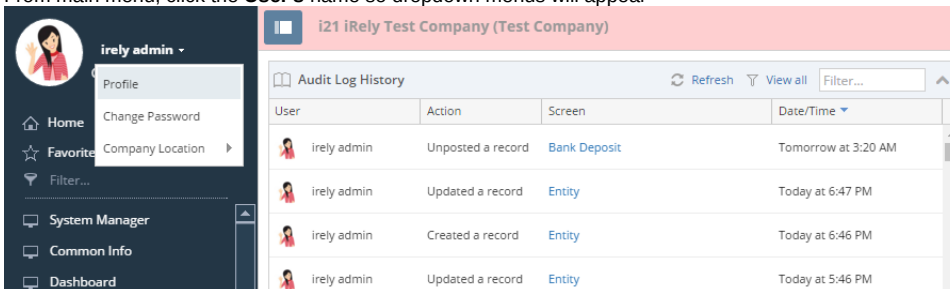


2. Click **Profile** under **Settings** group to open the User Profile
3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link

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), and Date Format (MM/dd/yyyy). There is also a 'Number Format' field set to 1,234,567.89. On the right side, 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'. There is also an 'Add Photo' link next to the profile icon.

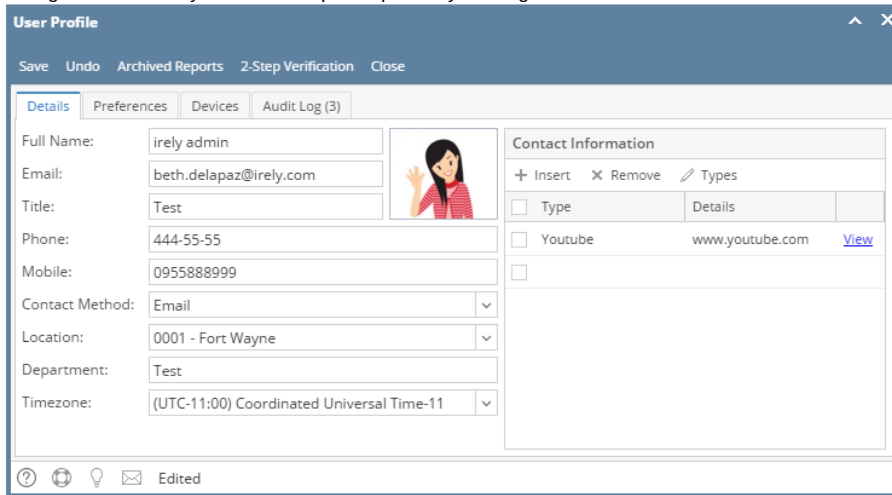
4. Click **Save** toolbar button

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:

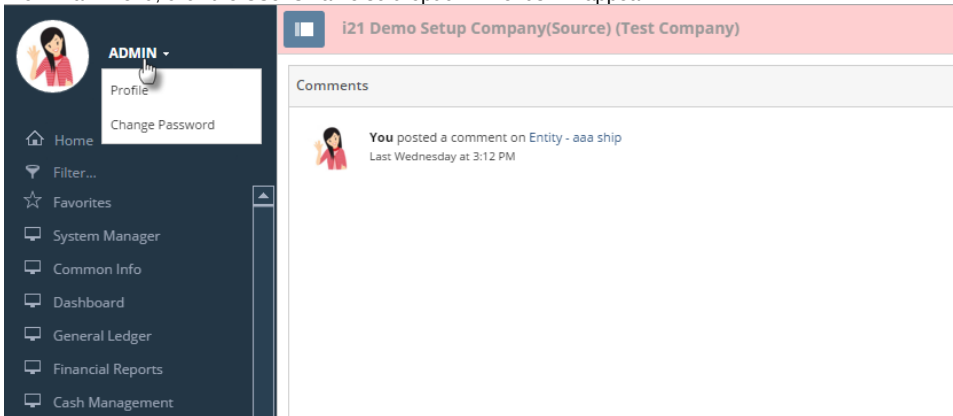
- Full Name: irely admin
- Email: beth.delapaz@irely.com
- Title: Test
- Phone: 444-55-55
- Mobile: 0955888999
- Contact Method: Email
- Location: 0001 - Fort Wayne
- Department: Test
- Timezone: (UTC-11:00) Coordinated Universal Time-11

The 'Contact Information' section on the right includes a table with the following data:

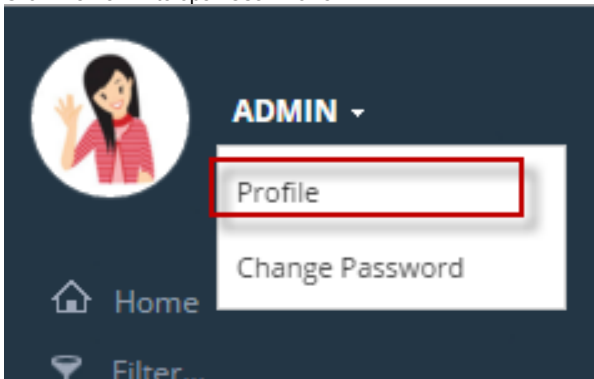
Type	Details	Types
☐ Youtube	www.youtube.com	View
☐		

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