How do I Customize My Personal Profile?
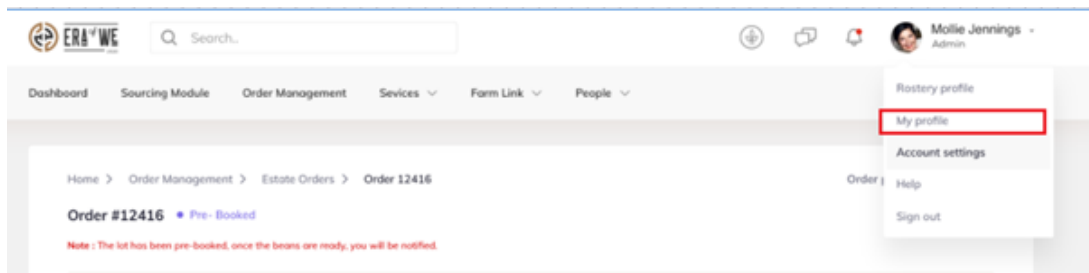
Nehal Gowrish - 2021-09-14 - Account & Profile Management
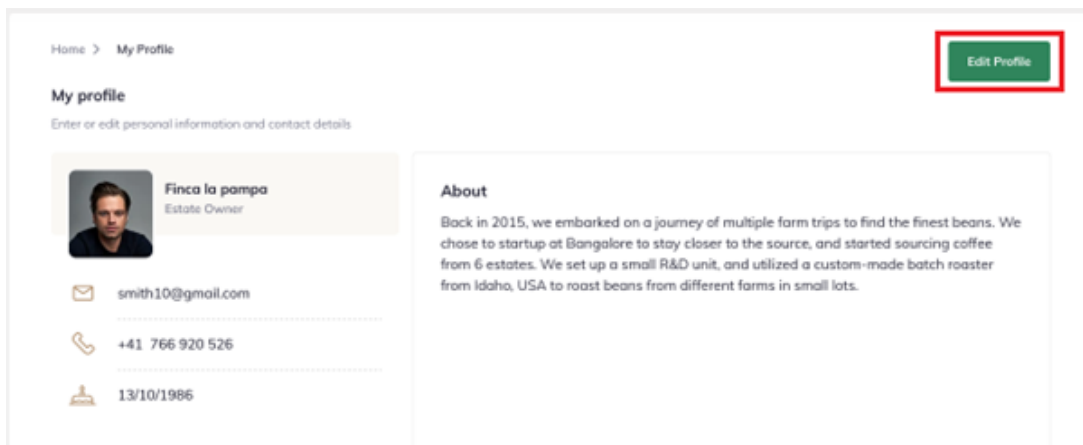
BRIEF DESCRIPTION

The Era of We application allows you to change your personal details in the profile.
In this documentation, you will understand how to customize your profile.

STEP BY STEP GUIDE

Step 1: Log in to your account, click on your profile icon at the top-right corner of the interface, and select 'My profile' option from the drop-down menu.

Step 2: Next, click on the 'Edit profile' button to edit your profile.

Step 3: Here you will see options
to customize your personal profile. You can add a profile picture, update your name, personal bio, date of birth, contact details, and role. All fields marked with an asterisk (*) are mandatory.

You can also upload your certifications with details such as title, year issued, and an image

or other file showing the certification.

Step 5: Finally, click on 'Save' to store your changes.

My profile

Enter or edit personal information and contact details

Cancel   Save

Upload your picture

You can upload a JPG or PNG file. Max file size limit 2MB

Name*

John Smith

Tell us a bit about yourself! (Optional)

Describe your problem

Email address*

john@sewn.com

Phone number

+46 ∨   8760987698

Date of birth

13/10/1986

Role

Sales and Marketing

Certification name

Excellence in roster ∨   2017 ∨

Upload certificate

🖼 Attach   Save

You can upload a JPG or PNG file. Max file size limit 2MB

+ Add another certificate

Thus, you can customize my profile as a roaster.

"If you still have any queries, then please feel free to connect with our support team."