

Your details and your photo

Keep your name, phone number, emergency contact and profile photo up to date — it's how your team recognizes you.

Mobile app · Profile

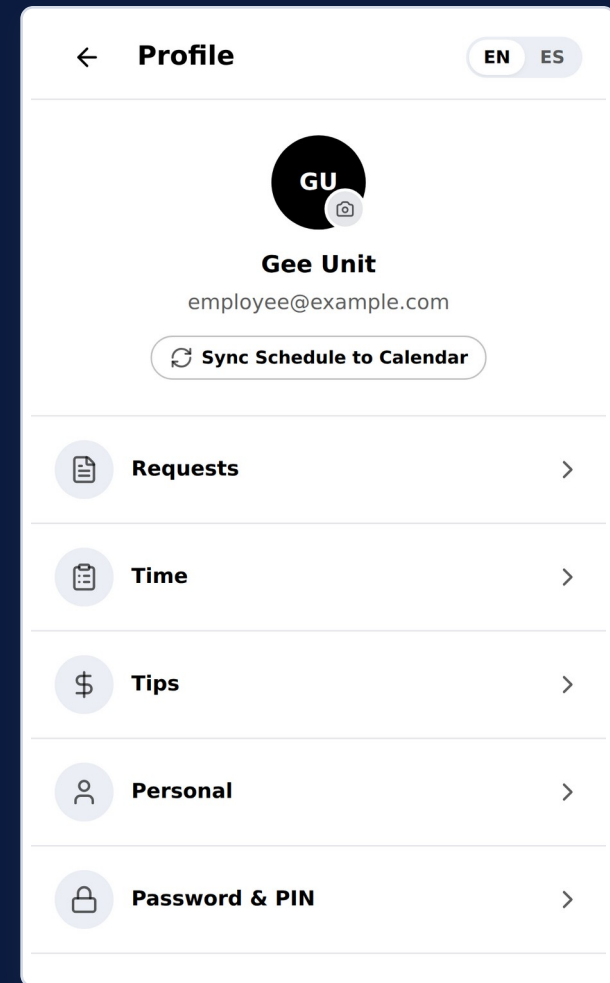
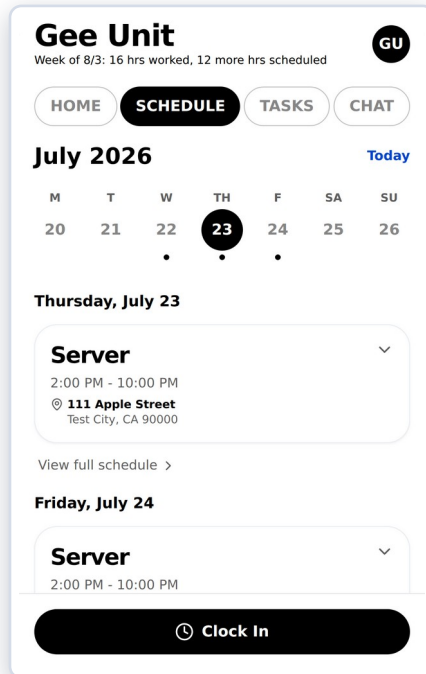
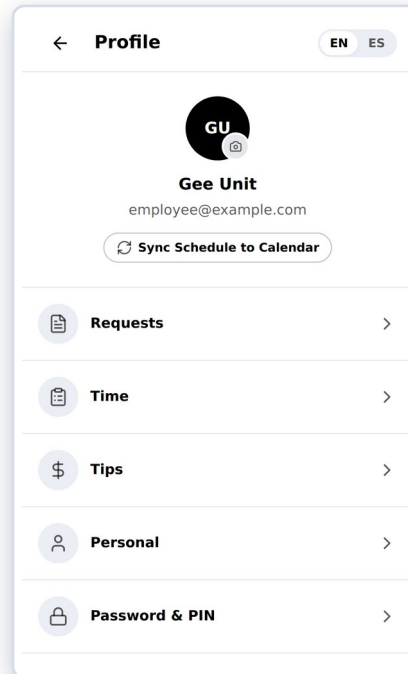


Photo on the profile, details behind it



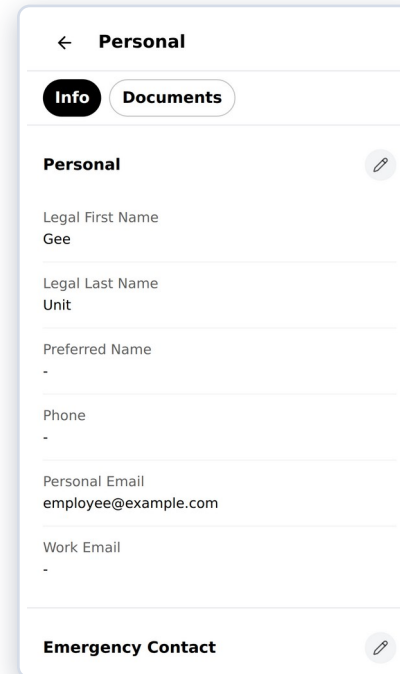
1. Open your Profile

Tap your initials in the top right of any tab — they're there on Home, Schedule, Tasks and Chat.



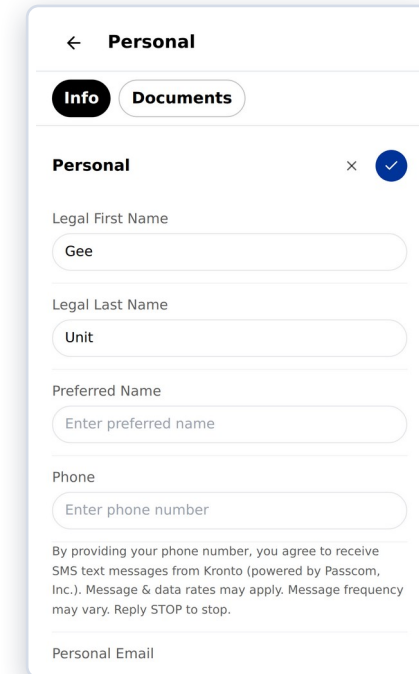
2. Change your photo

Tap the small camera badge on your picture at the top of Profile, then pick an image.



3. Open Personal

Your name, preferred name, phone and emergency contact all live here.



4. Tap the pencil, then save

Each section edits separately. Make your change and tap the check mark to save it.

What you can and can't change

1

Preferred name is the one people see

Your legal name stays on payroll records; the preferred name is what shows on schedules and to your team.

2

Email addresses are read-only

Personal and work email are managed by your employer. Ask your manager if either is wrong.

3

Fill in your emergency contact

It's the one thing here that only matters on the day it matters. Name, phone and relationship take a minute.

Keep your phone number current: it is how your manager reaches you when a shift changes at short notice.

← **Personal**

Info Documents

Personal

Legal First Name
Gee

Legal Last Name
Unit

Preferred Name
-

Phone
-

Personal Email
employee@example.com

Work Email
-

Emergency Contact

Anything nobody has filled in shows as a dash