

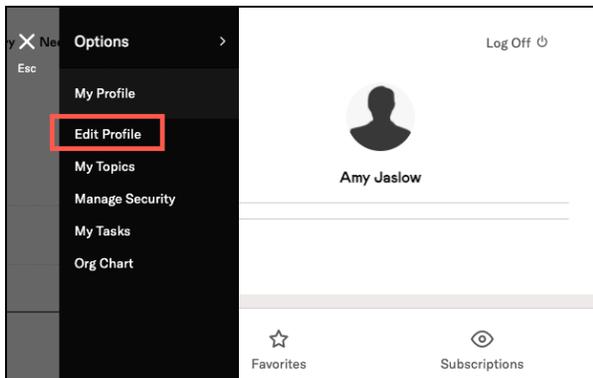
How to Set Up Your HQ Profile

Let all your coworkers know about you and how to reach you by filling out your profile. It only takes a few minutes. Here are the steps to complete this important task.

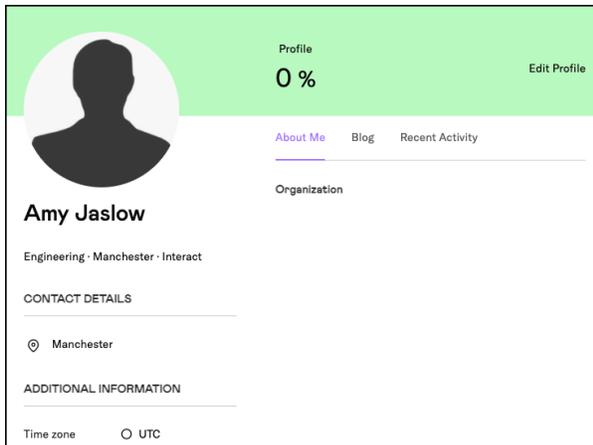
Start on any screen by clicking on your profile icon in the upper right corner of the screen.



1. Select *Edit* to create your profile.



2. You'll see this initial screen showing your progress at 0%. Click *Edit Profile* to continue.



3. The first section covers the Basic Details.

Fill in the following:

- Title (Ms., Mr., etc.)
- First Name
- Last Name (Surname)
- Initials (if you wish)
- Select your time zone
- Select a picture to represent you

A screenshot of the 'Basic Details' form. It has several input fields: Title, First Name (filled with 'Amy'), Surname (filled with 'Jaslow'), Initials, Expertise, and Interests. There is also a 'Picture' section with a 'Choose' button and a note: 'To get the most out of your profile image, it should have a ratio of 1:1 (i.e. be square) and be a minimum of 600px by 600px to avoid pixilation.' A dropdown menu for 'Select a timezone' is also visible.

4. For now, ignore *Expertise* and *Timeline* as these fields aren't ready just yet.

5. Now fill in your Contact Details. This includes (at a minimum):

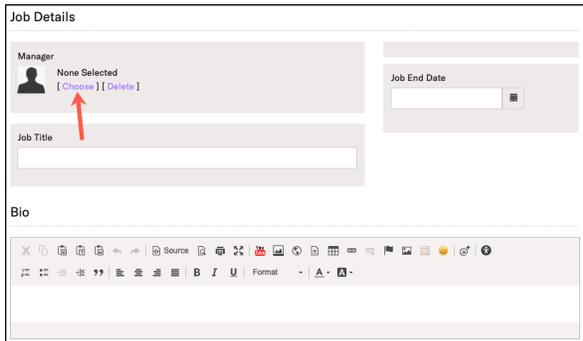
- Work email address
- Mobile Phone Number
- Fill in any other fields that you'd like

A screenshot of the 'Contact Details' form. It has several input fields: Email Address, Alternative Email Address, Home Phone Number (with a dropdown for country and a field for the number), Work Phone Number (with a dropdown for country and a field for the number), Mobile Phone Number (with a dropdown for country and a field for the number), Facsimile (with a dropdown for country and a field for the number), and Extension.

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6. Time for your Job Details:
 - a. Select your manager by clicking the *Choose* option. Scroll or search for your manager's name in the search field that pops up.
 - b. Enter your Job Title
 - c. Fill in your Bio. Have fun! Tell us as much as you'd like about yourself.

Note: You have lots of options to utilize to make your bio as interesting as you'd like.



Job Details

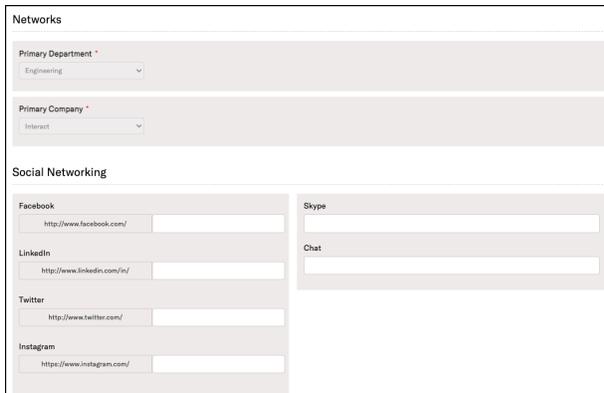
Manager: None Selected [Choose] [Delete]

Job End Date: []

Job Title: []

Bio: [Rich Text Editor]

7. Nearly finished! Just two very short sections left.
8. Networks: Fill in your information for any of the networking sites that are listed in this section.



Networks

Primary Department: Engineering

Primary Company: Interact

Social Networking

Facebook: http://www.facebook.com/ []

LinkedIn: http://www.linkedin.com/in/ []

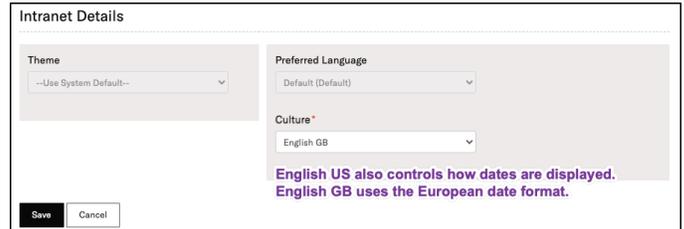
Twitter: http://www.twitter.com/ []

Instagram: http://www.instagram.com/ []

Skype: []

Chat: []

9. Final section – Intranet Details:
 - a. Decide if you want to use the Queen's English (English GB – default option) or English US. Note: This also effects how you see dates displayed – European or US style.



Intranet Details

Theme: --Use System Default--

Preferred Language: Default (Default)

Culture: English GB

English US also controls how dates are displayed. English GB uses the European date format.

Save Cancel