User profile

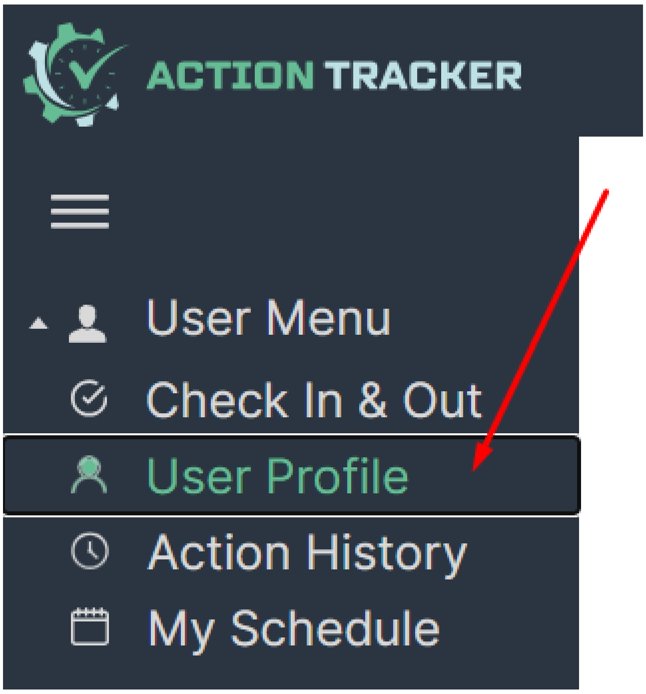
The "User Profile" section lists the main user data.

The user of the Action Tracker system is responsible for the correctness of the information in this section.

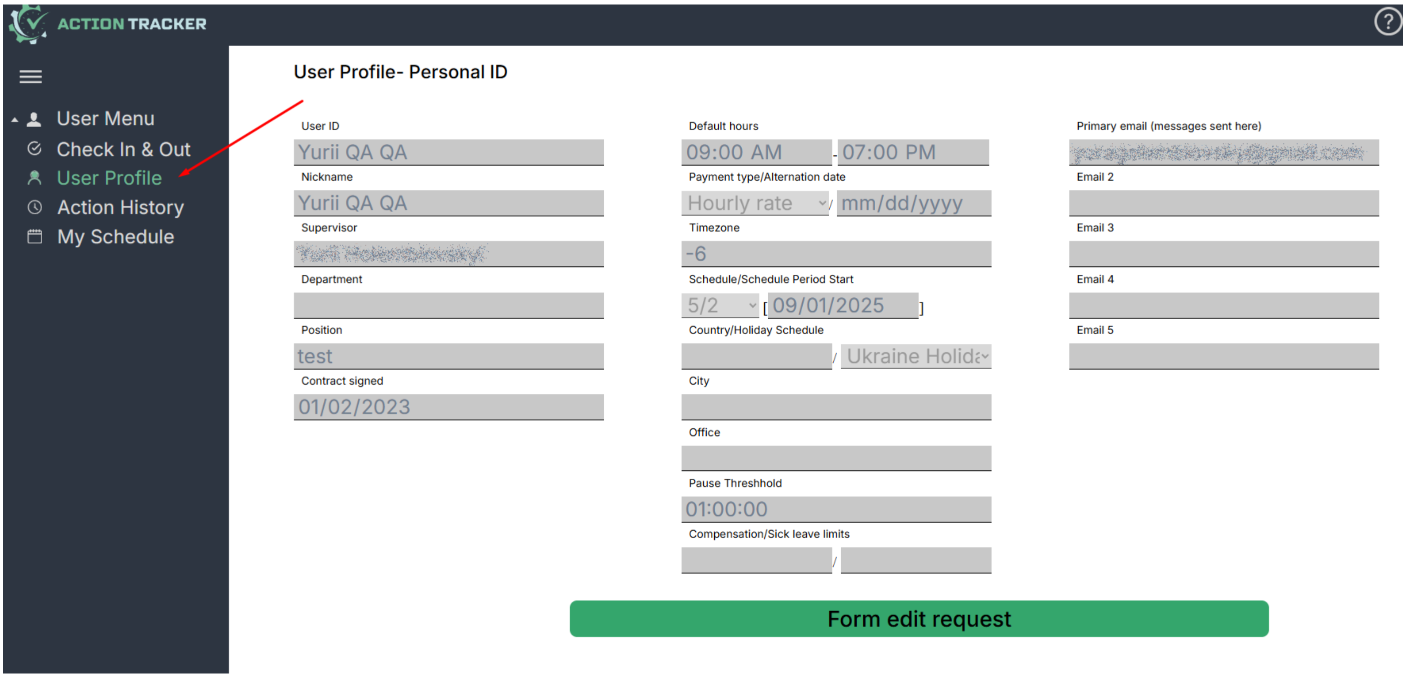
- To navigate to the "User Profile" section, press the corresponding button in the menu on the left.

- The user data window will open.

- Please contact support if you need to make any changes: support.team@a-tracker.net.



User profile interface



- Username & Nickname - user's personal information

- Supervisor - your direct supervisor

- Schedule - work time schedule applicable to you

- Timezone - your timezone, should be same as your business timezone

- Country, City, Office - user's physical location

- Emails - list of you corporate email addresses

- Position - your position within department

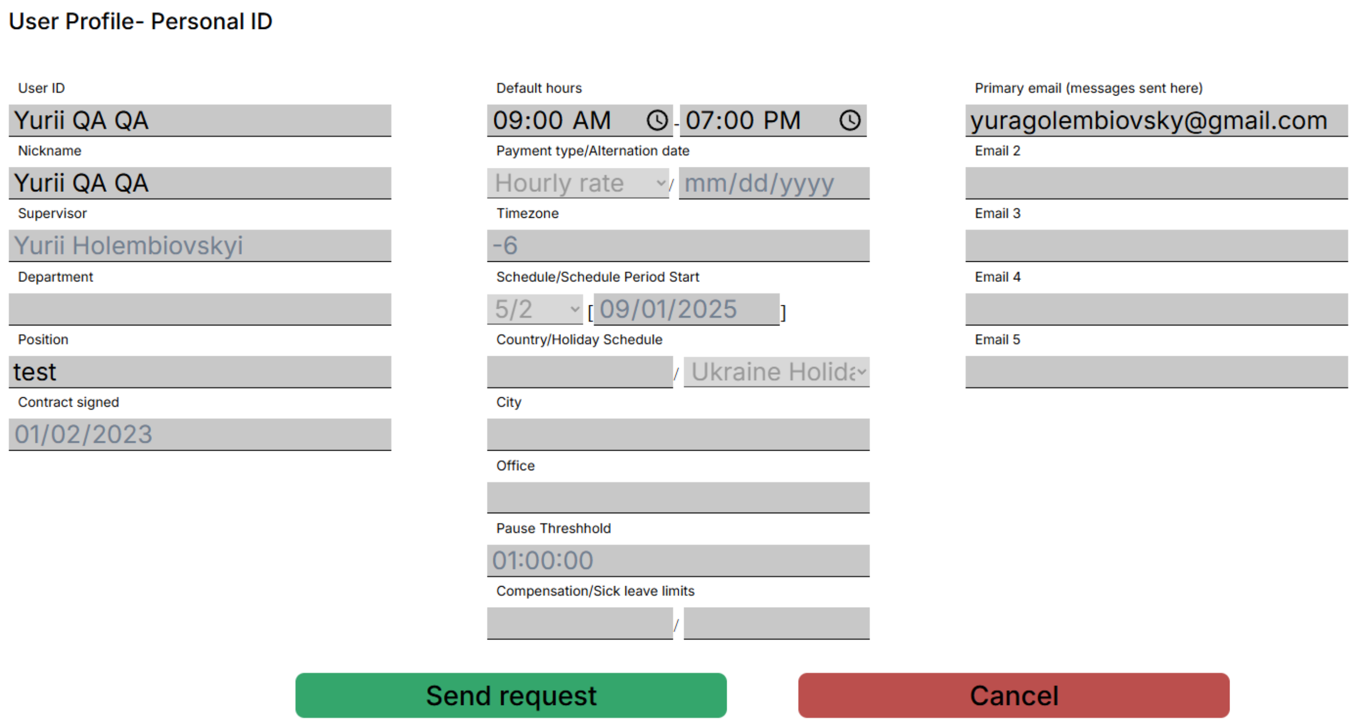
- Contract signed - date you have your contract signed

Request data correction

Users can send data correction requests while in the "Profile" tab if any inaccuracies have been noticed or to record any recent changes in personal or corporate data.

To send a request to the support team you need to press the "Request data correction" button first. You will see that fields have changed text color representing fields available to be changed. You are free to change any data necessary and then press the "Send request" button to finish editing. Support team will receive request via email as well as you and your supervisor. **Changes won't be displayed until the support team or your supervisor approves and record requested changes to the database.**

Example is in the screenshot below



List of all the field available for editing:

- Username ?? Nickname

- Schedule

- Country, City, Office

- Emails

- Department, Position

Fields that will not be able for editing:

- Supervisor

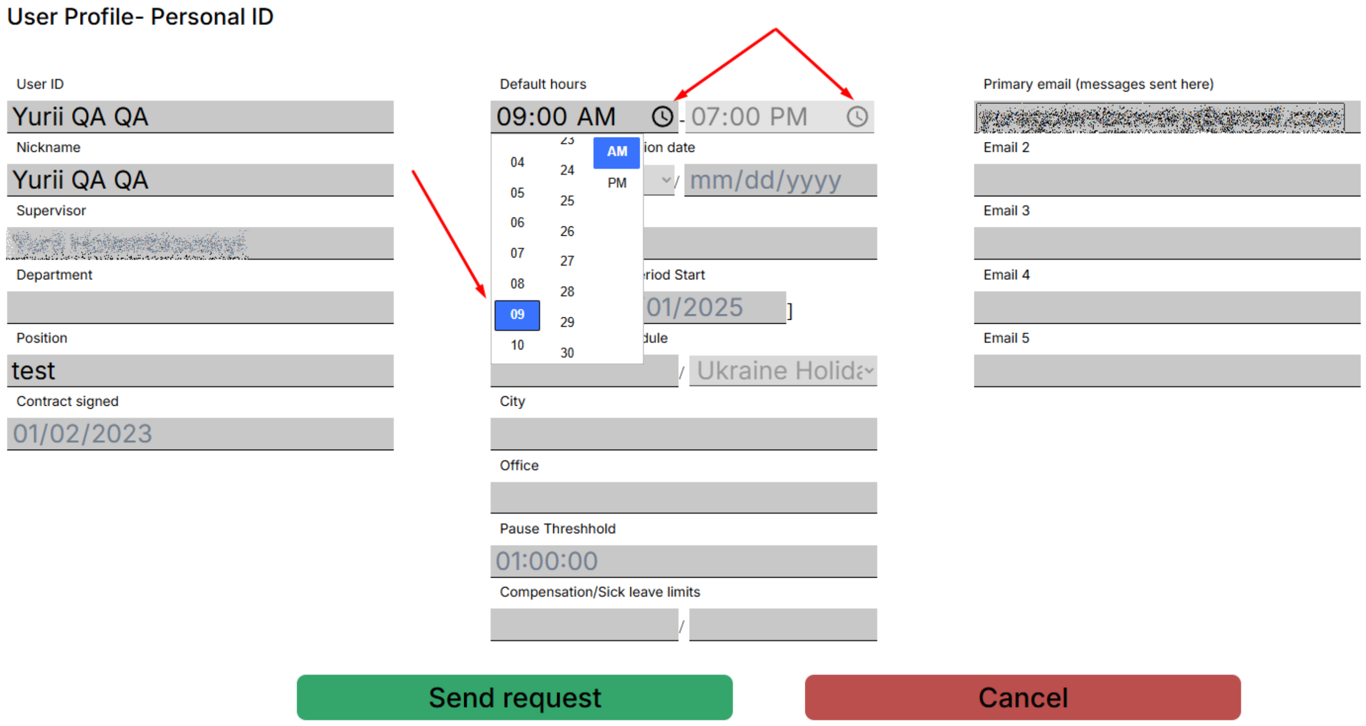
- Timezone

- Contract signed

To edit a data field you need to point the cursor over the input field or select text you want to edit and perform typing new data.

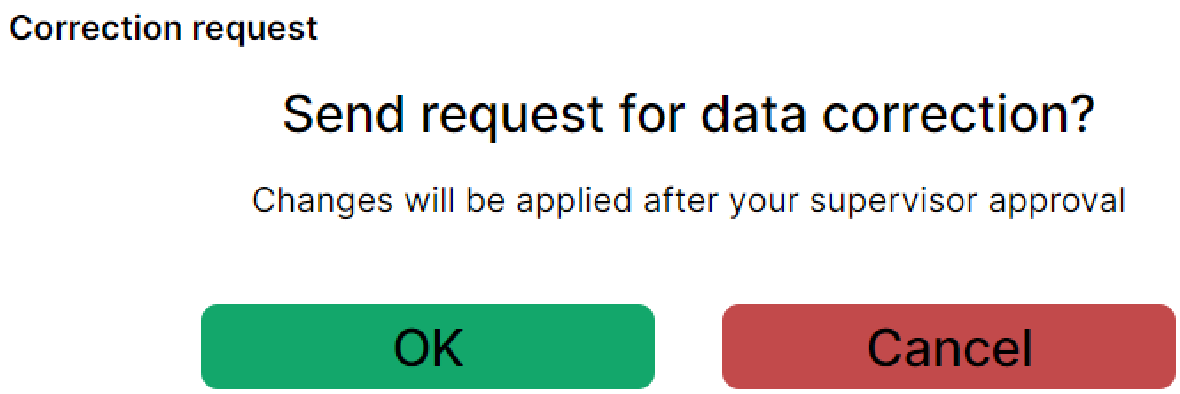
To change “Schedule” fields simply click on the clock ico and select the correct time.

(Won’t work in firefox browsers as this feature is not supported by browser)



If correction must be applied to the fields that are not available to edit please address support.team@a-tracker.net support team and your supervisor in copy.

After all editing is finished press “Send request” button. System will question you to make sure you entered the correct data, as shown on screenshot below.



As the user presses the “OK” button, email will be sent to your supervisor, support team and a copy of email to the user.

After supervisor approval has been received by the support team, changes will be made to the user's record in the database.

After a request has been sent, the user will see the “Profile” page again. IMPORTANT: page will show old data until recent changes have been approved and applied.

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