How to edit inhouse personnel profile?

To edit an existing human resources profile, first access the **Catalogs** module. Within this module, select the **Human Resources** option. Once inside, select the profile you want to modify.

The system will display a bar with the options to **edit**, **delete**, and **options** to manage the selected profile.
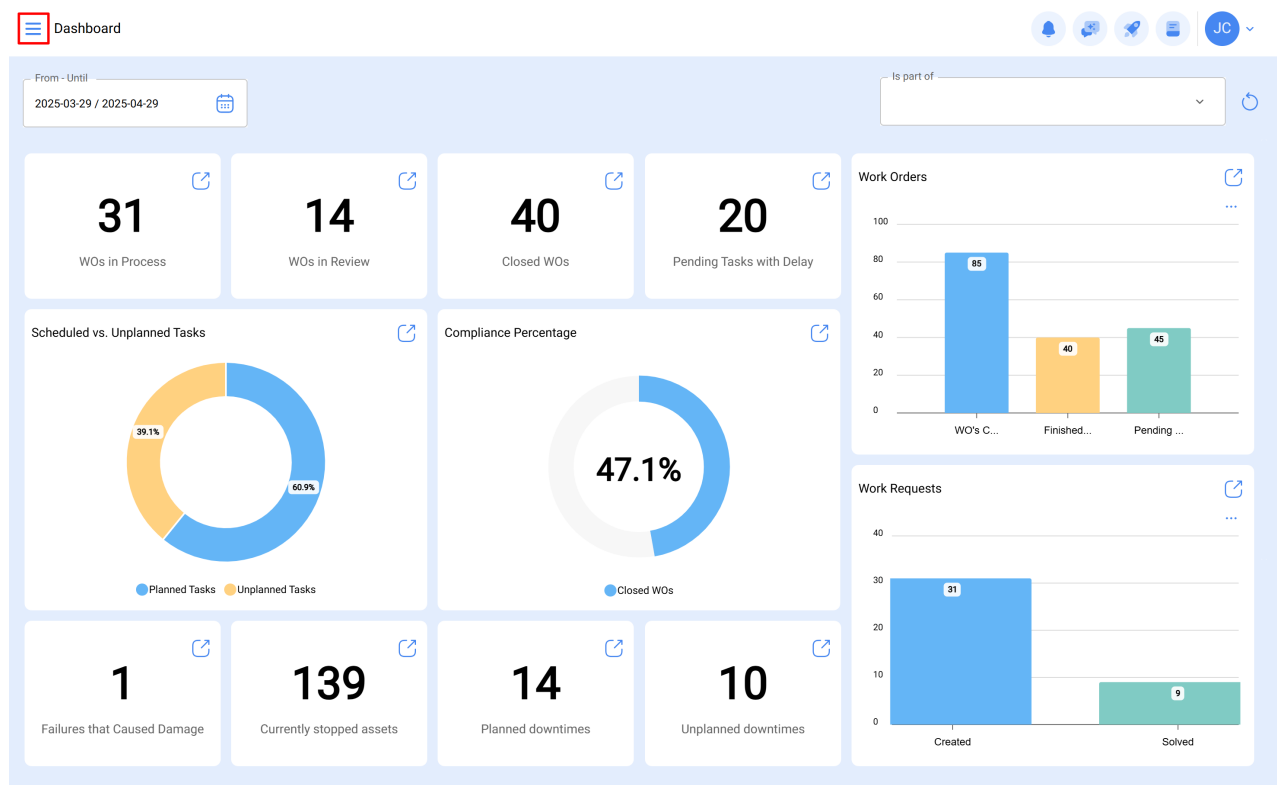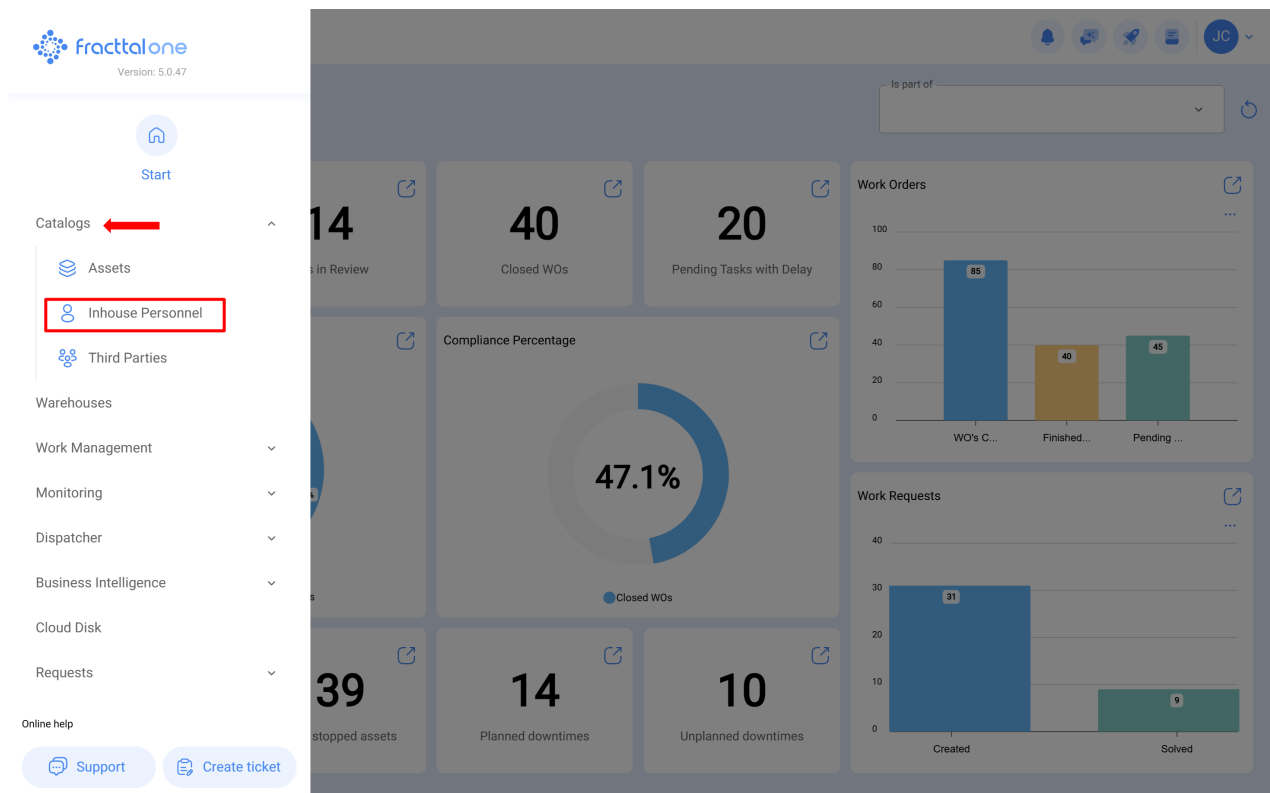
In case you want to edit the human resource, just click on edit and the system will redirect you to the screen corresponding to the selected human resource.

In this screen you will find the following option tabs:

General: General information corresponding to the human resource.

Custom form: Group of personalized labels with additional information about the human resource.

Assignments: Listing with the number of tools assigned to the human resource.

Attachments: List where you can add, view, edit or download files, links and notes attached to the human resource's profile.

Document Management: Documents or certificates subject to expiration that are associated to the human resource.

Teams: Option that allows you to add the staff schedule according to their position, out of office hours (out of shift or during lunch time) and the documentation required to perform their duties.

To make any changes to the human resources profile, just click on the field you want to edit and finally click on the save button located at the top right of the platform.

Jonas Campos

Save

Names
Jonas Campos

Last Name

Code
PV-AN-001

Email

Group 1
Analista
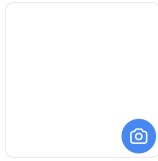
Group 2

Enabled

Information
You have pending changes to save!

General

Custom Form

Assignment

Attachments

Document Management

Teams

Address

City

State

Country

Zip code

Search on the map

Latitude

Longitude

Mapa   Satélite

Save