

Add/edit team member personal details

1. Hover on Setup > Team Manager

Dashboard -	My Timesheet -	Health and Safety 🔻	Jobs 🔻	Block/Clients	• Reports •	Payroll -	Rosters -	Tasks -	Setup -	Logout
		Location:	all	•	Pay Frequency	y: All	~		My Details Login as Others Team Manager	

- 2. Click on a team member > Preferences
- 3. Add/edit:
 - Contact details
 - Next of kin details
 - Visa details
 - Medical details (including COVID-19 Vaccine Pass expiry)
 - Look, feel & security details

Note: The team member can also do this themselves