



GATOR TRACS User Guide:

# Updating Your User Information



# Updating Personal Information

The screenshot shows the SafetyStratus GATOR TRACS interface. In the top right corner, the user is identified as "Joe (General User)" next to a small circular icon with a person silhouette. A "Logout" button is also visible. A blue callout box highlights this icon.

**Step 1**

To edit or update any of your personal user information, such as your name, email address, employee ID number, or phone number, click the small icon next to your name at the top of any GATOR TRACS page.

The screenshot shows the same interface as above, but with a "Personal Information" popup window open. The popup displays the following details: "First Name: Joe", "Last Name: Olesweski", "Email-Address: joe@safetystatus.com", and "Phone Number:". A small orange pencil icon is visible at the top right of the popup. A blue callout box highlights this icon.

**Step 2**

A small popup window will appear listing your current personal information. To make changes, click the small orange pencil icon at the top.

## Updating Personal Information (cont.)

The screenshot shows the SafetyStratus web application interface. At the top left is the 'SafetyStratus' logo. The top right shows the user 'Joe (General User)' and a 'Logout' button. A central popup window titled 'My Settings' contains the following information:

- UserName: joe@safetystratus.com
- First: Joe
- Last: Olesweski
- Phone: 555-555-5555
- Employee ID: 123456789
- Preferred-Email: joe@safetystratus.com

At the bottom of the popup are 'Cancel' and 'Save My Info' buttons. An orange callout box on the right side of the popup contains the following text:

**Step 3**  
The popup window now expands to present various fields that you may edit/update. Once you have performed all necessary updates, click the **Save My Info** button to save.