



Handy guides

Guide n° 01



Global

Update your profile

Photo and telephone details

As a user, you can update your profile with your phone # and a picture



1. Click on the **drop-down arrow** next to your name in the top right hand corner.

2. Select **My Profile**.

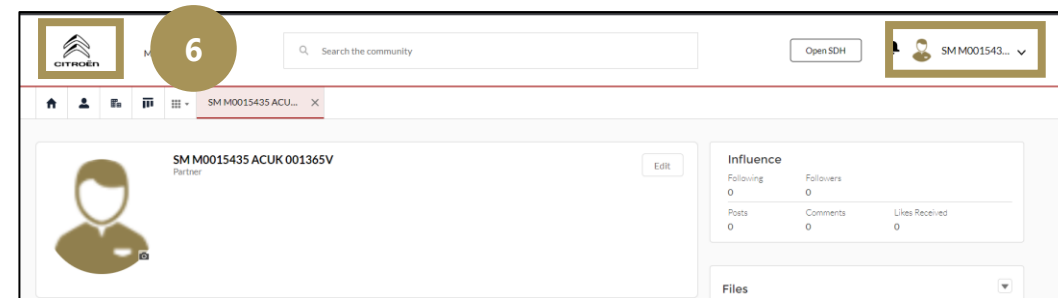
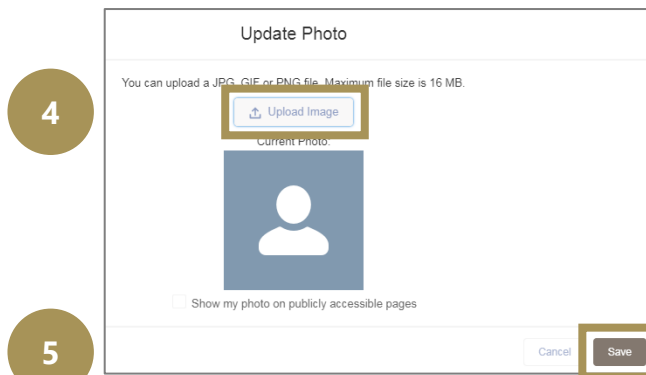
3. Click on the **image**.



4. Click on the **Upload image** button and select your chosen picture from your device.

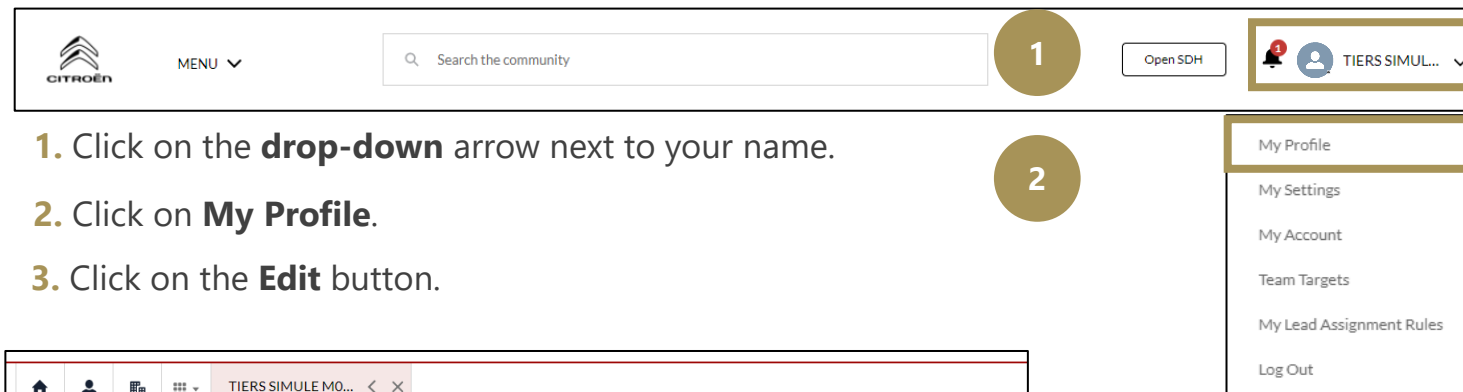
5. Click on **Save** and when you refresh you should see the picture next to your name.

6. Click on the **Brand Logo** to return to homepage.

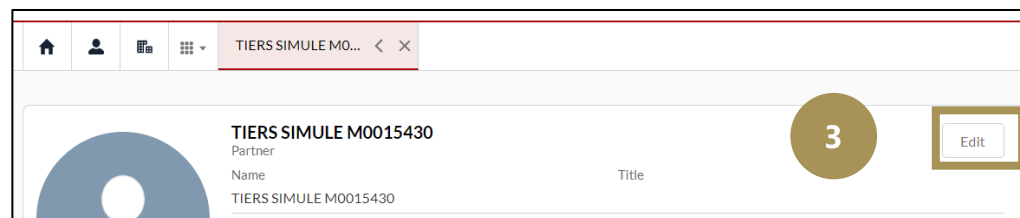


In the future, we will activate a 'Call Me' function using the Freespee service. When you are working on a lead, this will allow you to click on a "Call me button" to establish a telephone connection with the customer instead of having to dial the number manually. Clicking on the 'call me' button will call your phone and when you answer, you will be automatically connected to the customer.

To use this feature, you must first enter your phone number in your Customer FIRST Profile.



1. Click on the **drop-down** arrow next to your name.
2. Click on **My Profile**.
3. Click on the **Edit** button.



4. Enter your chosen **Phone** or **Mobile** number.
5. Click on **Save**.

