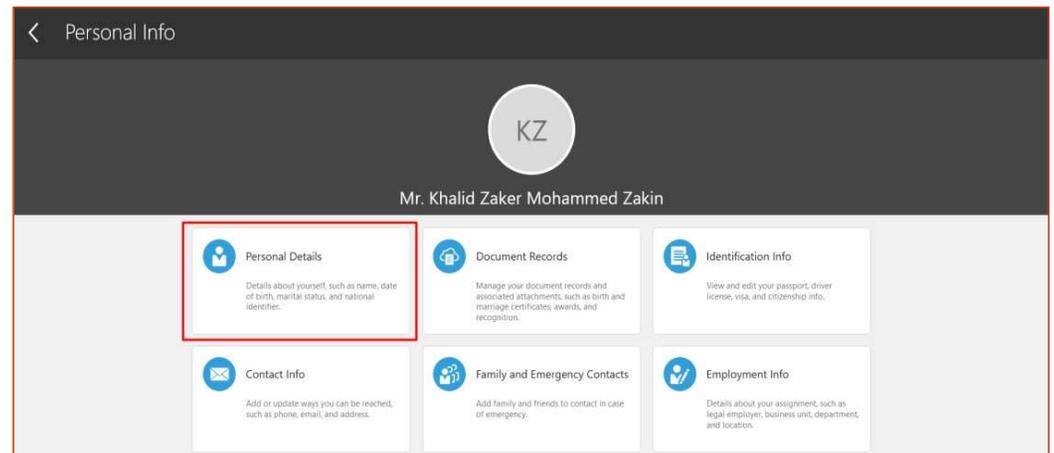
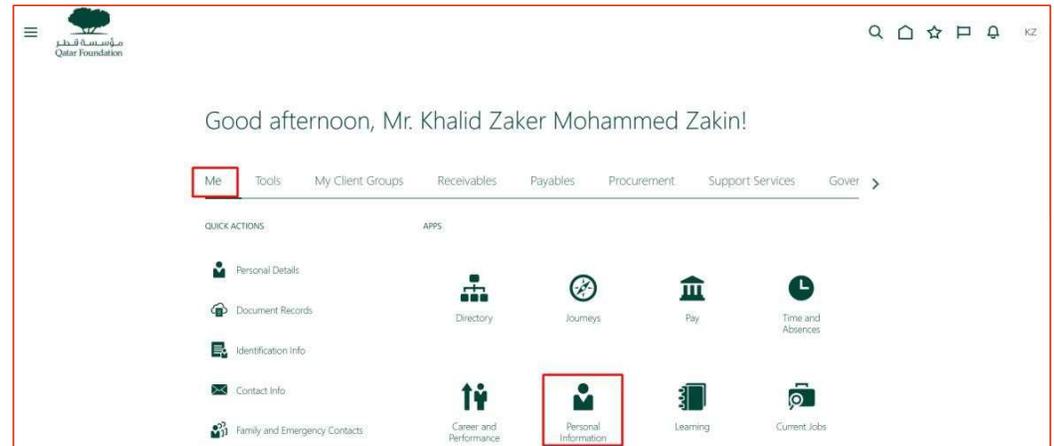


# Program agenda

Personal Information

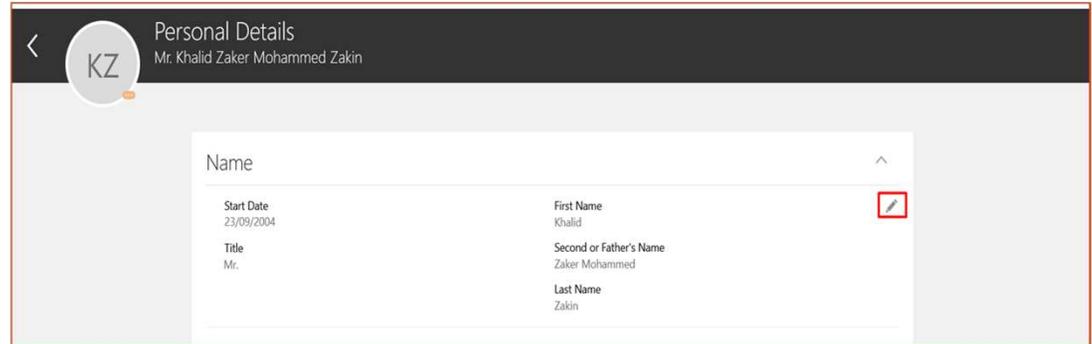
## Personal Information

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Personal Information** icon.
- Click on **Personal Details** Card, where you can update Name, Date of Birth, Marital Status and National Identifier.



## Update Name

- Click on the **Edit** Icon to edit the name.
- Enter a Valid Date and update the necessary fields.
- Click on **Submit**.
- The transaction will now go for Approval to the **ER Team** (Role).
- The user with the (Role) will Claim and Approve the transaction.
- Once Approved, the changes will be visible in Personal Details screen.

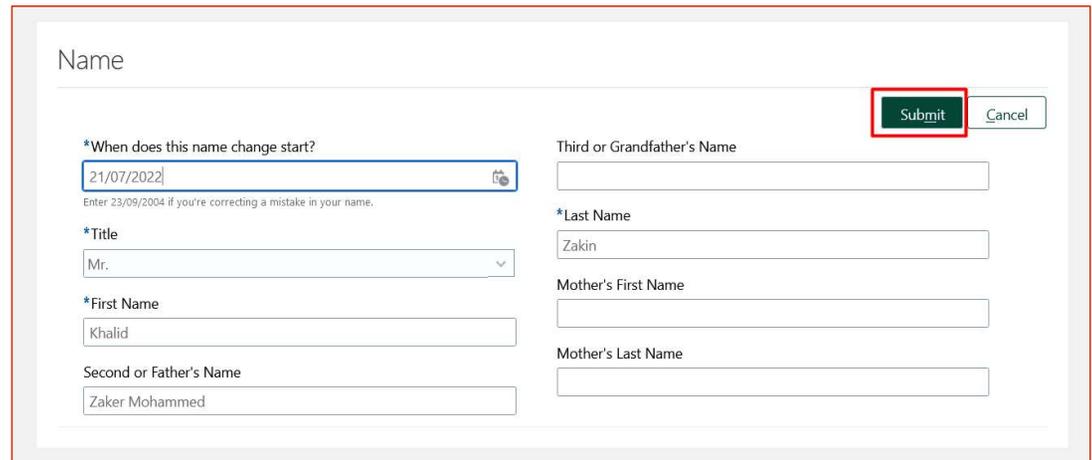


Personal Details  
Mr. Khalid Zaker Mohammed Zakin

Name

Start Date 23/09/2004	First Name Khalid
Title Mr.	Second or Father's Name Zaker Mohammed
	Last Name Zakin





Name



Enter 23/09/2004 if you're correcting a mistake in your name.

**\*When does this name change start?**

**\*Title**  
Mr.

**\*First Name**  
Khalid

**Second or Father's Name**  
Zaker Mohammed

**Third or Grandfather's Name**

**\*Last Name**  
Zakin

**Mother's First Name**

**Mother's Last Name**

**Submit** **Cancel**

 We are submitting your changes for approval.

## Update Marital Status

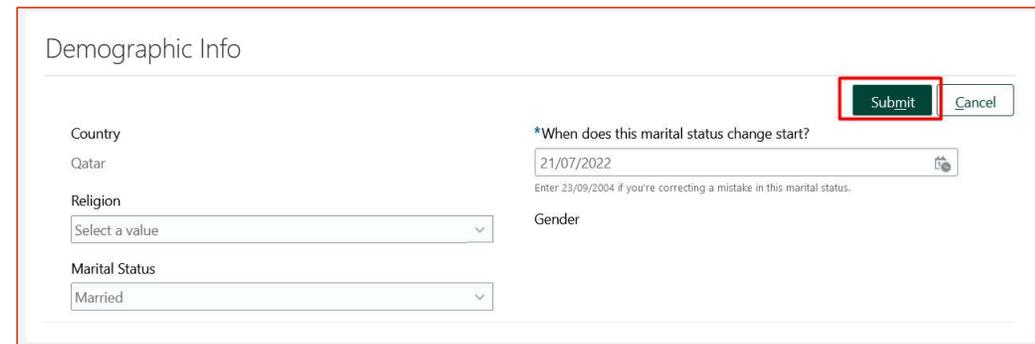
- Click on **Pencil Icon** under Demographic Info.
- Enter **Date Change** and Submit.
- Scroll down if it's required to add Comments and Attachments before Submission.
- The transaction will now go for Approval to **ER Team** (Role).
- User with that Role will **Claim** and **Approve** the transaction.
- Once Approved, the changes will be **visible** in Personal Details screen.



Demographic Info

Country	Qatar	Start Date	23/09/2004
Religion		Gender	
Marital Status			

A red box highlights a pencil icon in the top right corner of the Demographic Info section.



Demographic Info

Country	Qatar	*When does this marital status change start?	21/07/2022
Religion	Select a value	Gender	
Marital Status	Married		

Enter 23/09/2004 if you're correcting a mistake in this marital status.

Submit Cancel

A red box highlights the Submit button.