

Navigating Person Profile Record

8 Steps [View most recent version](#) 

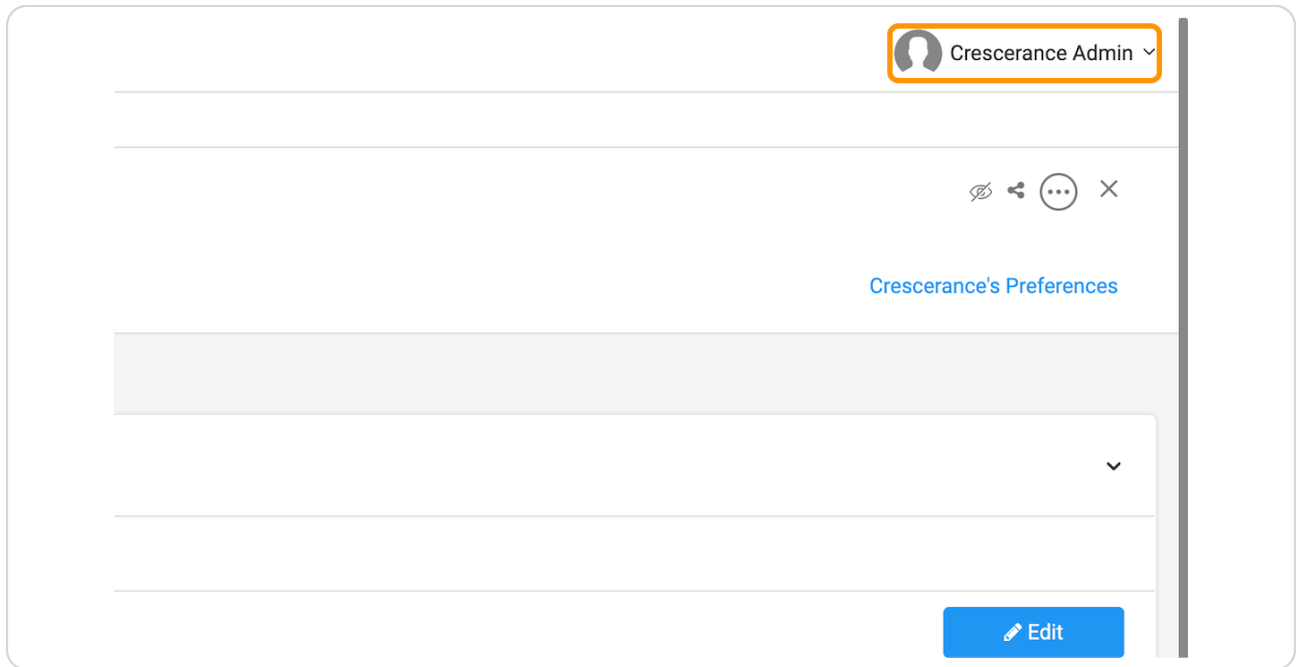
Created by
Engagifii Inc.

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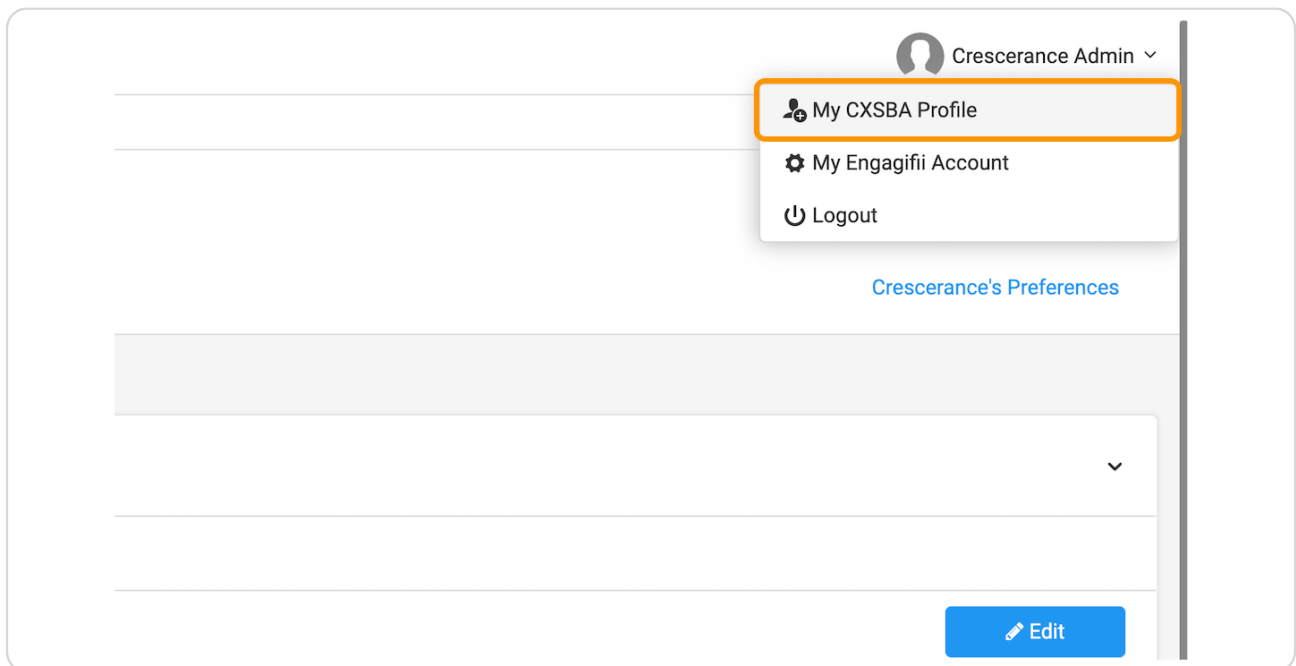
STEP 1

Click on Profile Name



STEP 2

Click on My Profile



STEP 3

Click on GENERAL DETAILS

The screenshot shows the Engagifii interface. On the left is a navigation menu with items like My Area, Relationships, People, Organizations, Committees, Groups Management, Communication, Library, and Revenue. The main content area shows the breadcrumb trail: Home / Relationships / Staff / Staff Detail. Below this is the profile for 'Crescerance Admin' with a star icon and a pencil icon. The profile details include PID: CAZI5279, Status: Active, Is Instructor: No, and Roles: Global Ac. There is a 'Tag(s): +' button. Below the profile are three tabs: GENERAL DETAILS (highlighted with an orange box), ACCOUNTING DETAILS, and EVENTS AND TRAINING. Under the GENERAL DETAILS tab, there are two sub-sections: Basic Information and Committees. At the bottom of the GENERAL DETAILS section is a 'Contact Info' section.

STEP 4

Click on Edit, if you wish to make any changes or modifications

The screenshot shows a close-up of a form field. The field is empty and has a light gray background. To the right of the field is a blue button with a pencil icon and the text 'Edit', which is highlighted with an orange box. The field is part of a larger form with other sections visible in the background.

STEP 5

Click on Email Address for example - and there are other fields you can fulfill

Organizations

Committees

Groups Management

Communication

Library

Revenue

Legislation

Events

Accreditation

Settings and Configuration

Department: Advertising Partner
Position: Town Council President **Current**

Add Position

Association of Denver Property Owners (6 mos) **Mark as Primary**

Department: Fire Department
Position: Appraiser **Current**
Mar 13, 2023 - present: 6 mos

Add Position

Total time worked at this Organization: 6 mos

Email Address **Primary** **Mark Primary**
admin@crecence.com Enter text

Phone Number **Primary**
(404) 913-2737

Work
Cobb County Toyota

Address Line 1 *
2111 Barrett Lakes Boulevard

Address Line 2
Town Center Cobb County

City *
Kennesaw

State *
GA

STEP 6

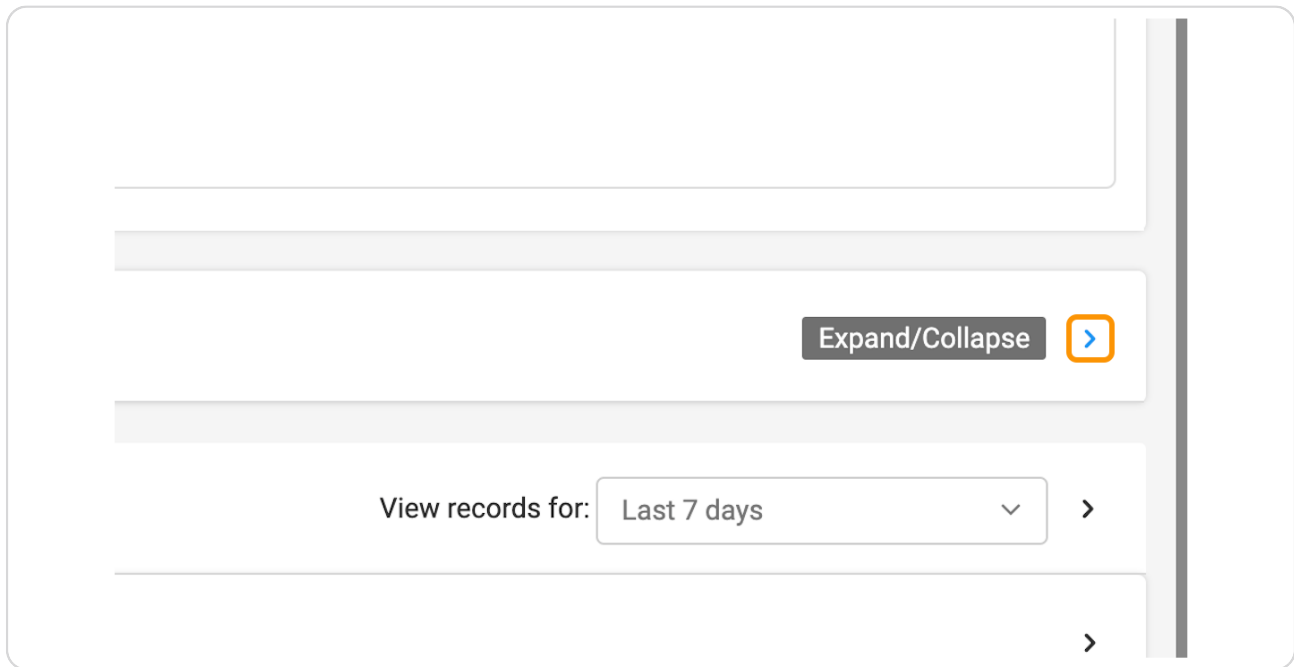
Click on Accounting - To see details about invoices

Expand/Collapse

View records for: Last 7 days

STEP 7

Click on Events and Trainings – to see the events you have attended to



STEP 8

Click on Activity Log – to see recent updates within the last 7 days

