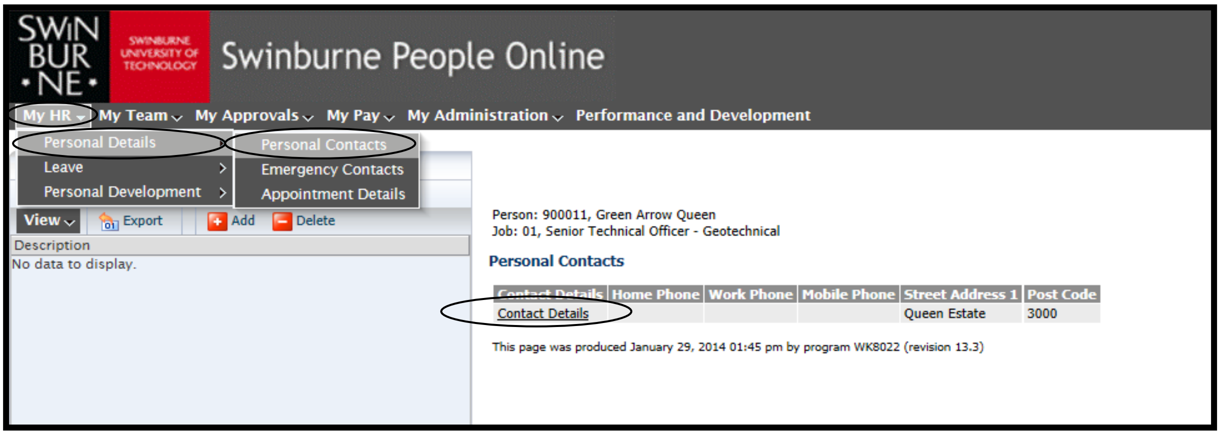
Viewing and Updating personal information on SPO

You can maintain your personal information in SPO. This includes viewing and editing contact information and emergency contacts.

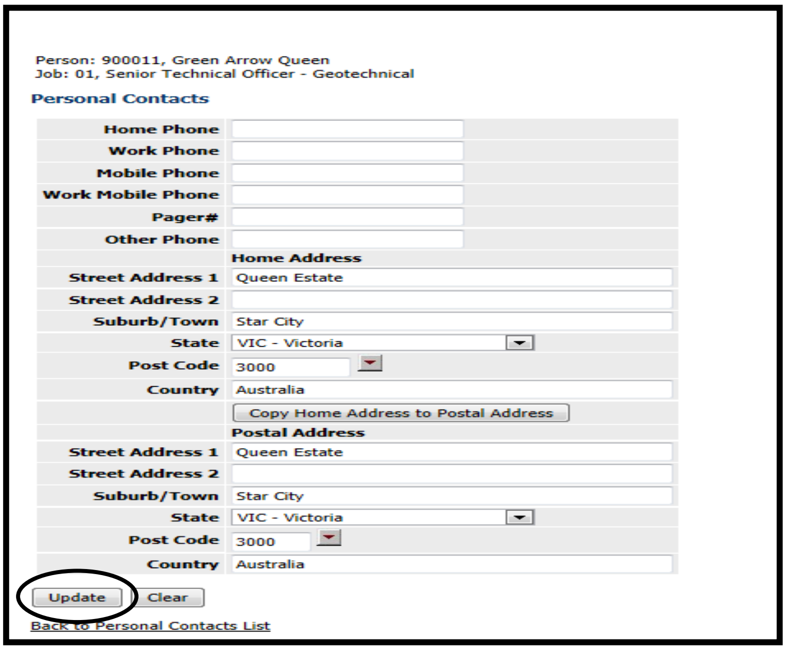
Viewing contact information

MENU PATH: Main Menu> My HR >Personal Details> Personal Contacts.

A summary list of personal contact details are displayed. Click on ‘Contact Details’ to see all information and make changes.

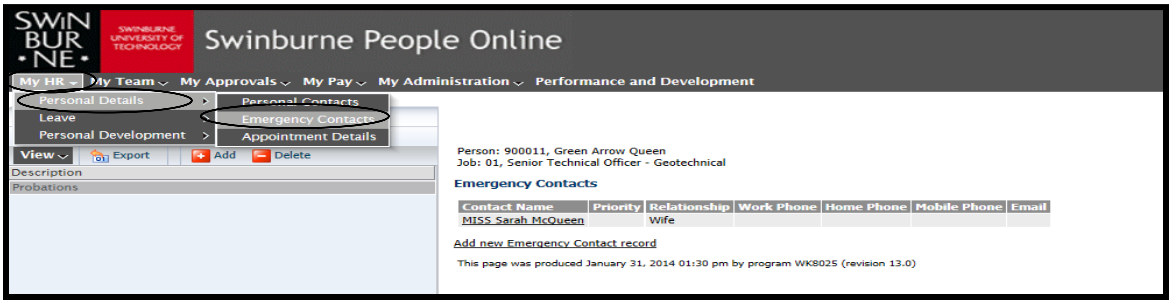


You can edit any of the details displayed by clicking in to the field and typing. Once all changes are complete click on ‘Update’.



5.2 Viewing emergency contacts

MENU PATH: My HR >Personal Details>Emergency Contacts. A summary list of emergency contact details are displayed.



Click on a contact name to see further details. Enter necessary changes, click on the 'Update' button. To delete a contact, click on a contact name, click on 'Delete' button.