

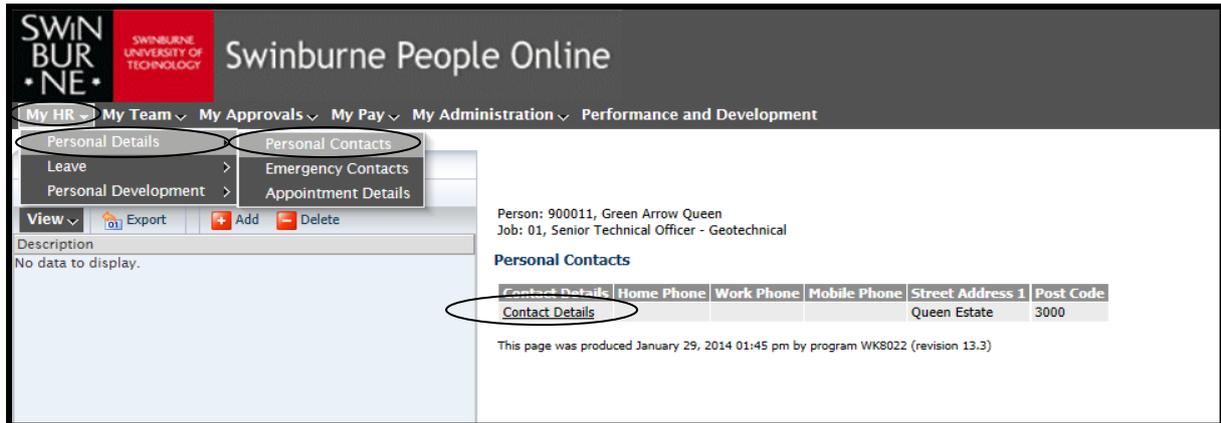
Viewing and Updating personal information on SPO

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'.

The screenshot shows the Swinburne People Online interface for editing personal contact details. The top navigation bar includes 'My HR', 'My Team', 'My Approvals', 'My Pay', 'My Administration', and 'Performance and Development'. The 'My HR' dropdown menu is open, showing 'Personal Details', 'Personal Contacts', 'Leave', 'Personal Development', 'Emergency Contacts', and 'Appointment Details'. The 'Personal Contacts' option is selected. Below the menu, there are buttons for 'View', 'Export', 'Add', and 'Delete'. The main content area displays the following information:

Person: 900011, Green Arrow Queen
Job: 01, Senior Technical Officer - Geotechnical

Personal Contacts

Home Phone	
Work Phone	
Mobile Phone	
Work Mobile Phone	
Pager#	
Other Phone	
Home Address	
Street Address 1	Queen Estate
Street Address 2	
Suburb/Town	Star City
State	VIC - Victoria
Post Code	3000
Country	Australia
<input type="button" value="Copy Home Address to Postal Address"/>	
Postal Address	
Street Address 1	Queen Estate
Street Address 2	
Suburb/Town	Star City
State	VIC - Victoria
Post Code	3000
Country	Australia

[Back to Personal Contacts List](#)

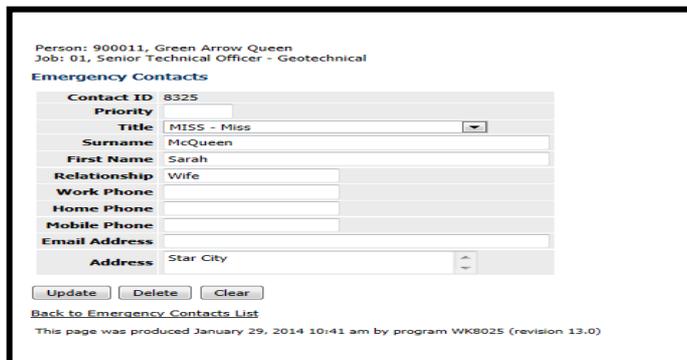
5.2 Viewing emergency contacts

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



The screenshot shows the Swinburne People Online interface. The navigation menu includes: My HR, My Team, My Approvals, My Pay, My Administration, and Performance and Development. Under My HR, there are sub-menus for Personal Details, Leave, Personal Development, and Appointment Details. The Emergency Contacts sub-menu is highlighted. The main content area displays the user's details: Person: 900011, Green Arrow Queen; Job: 01, Senior Technical Officer - Geotechnical. Below this is a table titled "Emergency Contacts" with columns for Contact Name, Priority, Relationship, Work Phone, Home Phone, Mobile Phone, and Email. The table contains one entry: MISS Sarah McQueen, Wife. There is a link to "Add new Emergency Contact record" and a footer note: "This page was produced January 31, 2014 01:30 pm by program WK8025 (revision 13.0)".

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.



The screenshot shows the "Emergency Contacts" details form for Contact ID 8325. The form fields are: Priority (empty), Title (MISS - Miss), Surname (McQueen), First Name (Sarah), Relationship (Wife), Work Phone (empty), Home Phone (empty), Mobile Phone (empty), Email Address (empty), and Address (Star City). Below the form are buttons for "Update", "Delete", and "Clear". There is a link to "Back to Emergency Contacts List" and a footer note: "This page was produced January 29, 2014 10:41 am by program WK8025 (revision 13.0)".