

Getting Started

Global Tracker

A practical guide for Admin Users

JULY 2019

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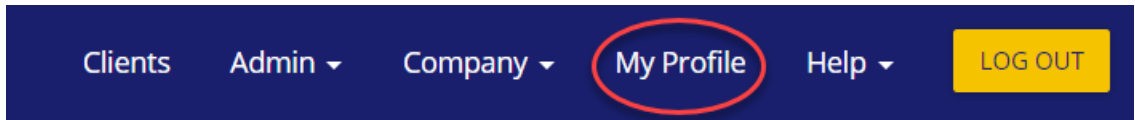
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EDIT MY PROFILE

16.01 Updating Your Details

Client Admin Users can edit their profile.

1. To change your details select My Profile from the navigation bar



2. Select edit, at the top right of the screen

ADMIN USER		Edit
Name	Admin User	
Employment type	Permanent	
Business unit		
Cost centre		
Legal residency		
Tax residency		
Nationality		
Current home country		
Permanent home country		
Customer ID		
Passport expiry date		
Second passport expiry date		

3. Add or edit details in the profile screen. Select Submit to save changes.

Edit My Profile

*** Email**
[Text input field]

*** First name**
[Text input field]

*** Last name**
[Text input field]

*** Business unit**
[Text input field]

*** Cost centre**
[Text input field]

*** Nationality**
[Select an Option dropdown]

Second Nationality
[Select an Option dropdown]

Third Nationality
[Select an Option dropdown]

Employment type
[Permanent dropdown]

*** Tax residency**
[Select an Option dropdown]

The country where you are registered for Income Tax

Tax residency state
[Select an Option dropdown]

If a drop-down list appears please enter the State - otherwise leave blank

Legal residency
[Select an Option dropdown]

The country where you are currently legally resident. This may differ from your Permanent home country

*** Current home country**
[Select an Option dropdown]

You may be on assignment - if so enter the country name

Current home country state
[Select an Option dropdown]

If a drop-down list appears please enter the State - otherwise leave blank

*** Permanent home country**
[Select an Option dropdown]

The country you identify as your permanent home

Passport expiry date
[Text input field]

Second passport expiry date
[Text input field]

[Submit button]