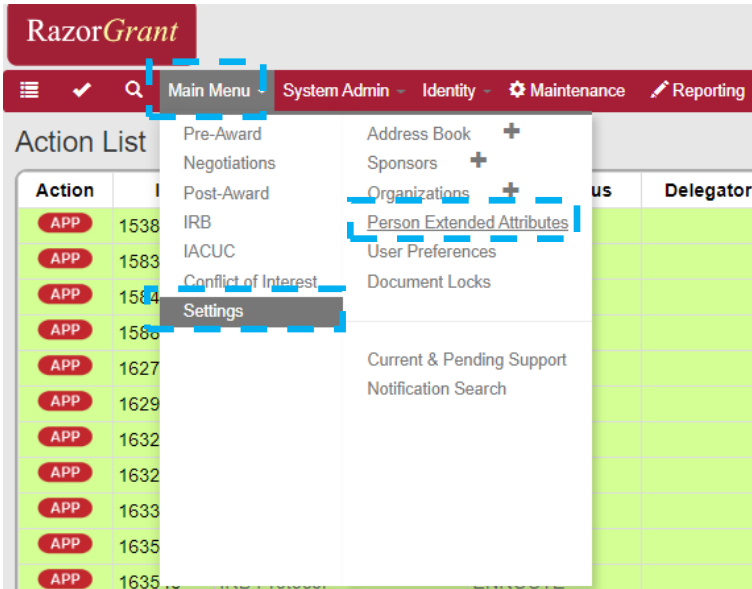


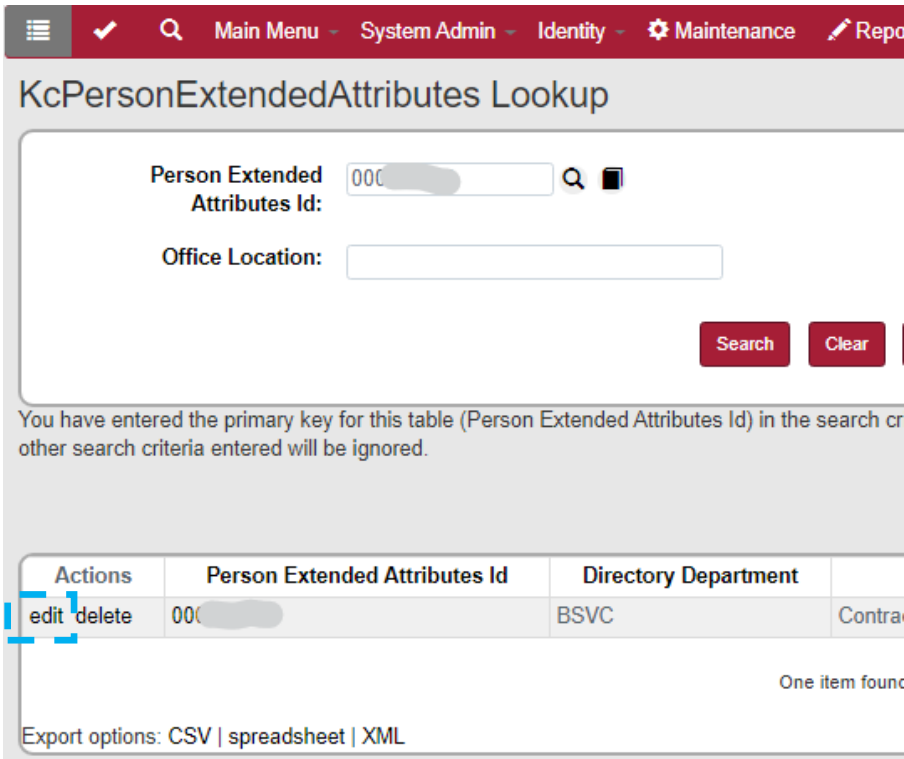
UPDATING PERSONAL ATTRIBUTES

1) To adjust your Personal Attributes, go to:

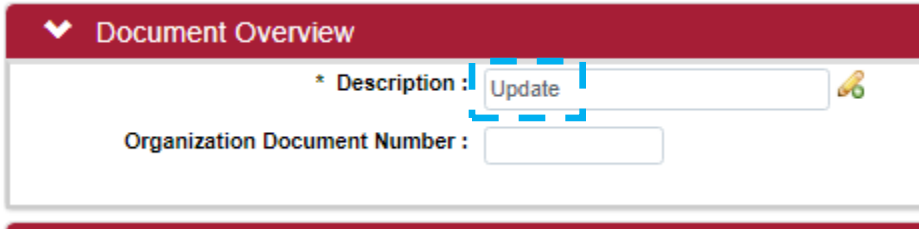
Main Menu > Settings > Personal Extended Attributes




2) In the KcPersonExtendedAttributesLookup, select edit



3) In the description field (located at the top of the page) type **Update**.



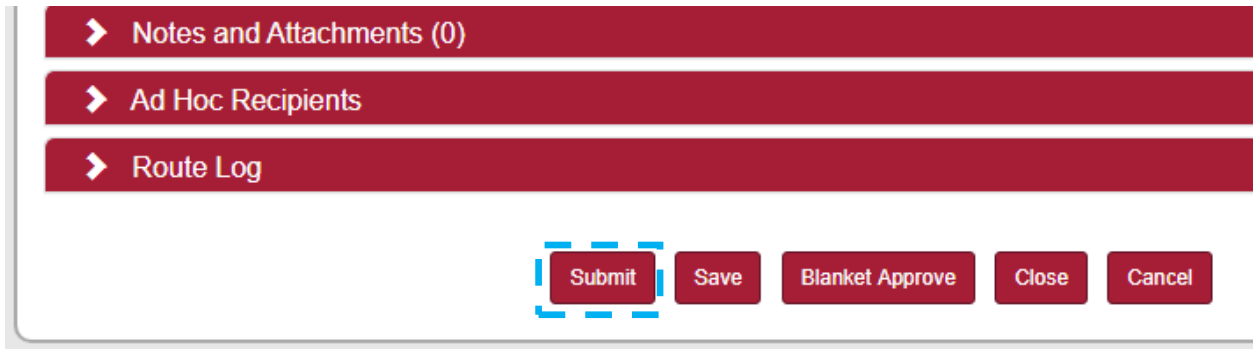
Document Overview

* Description : Update 

Organization Document Number :

4) Scroll through the rest of the information (on this page) and make all the necessary edits.

5) After all edits are complete, scroll to the bottom of the page and select **Submit**.



Notes and Attachments (0)

Ad Hoc Recipients

Route Log

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