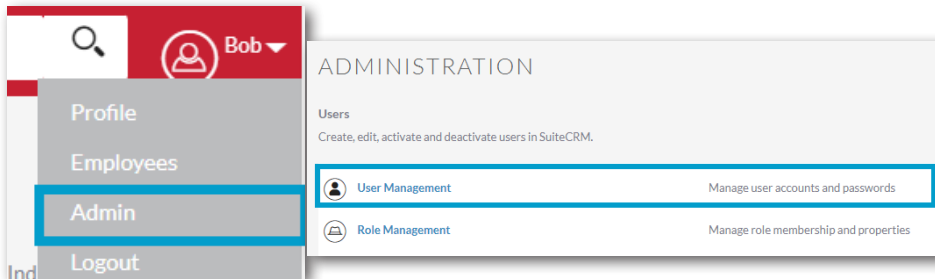# fibreCRM | HEART OF THE PRACTICE

Visit **support.fibrecrm.com** for more info or contact your CRM Manager

# Setting Up Users Bios/ Adding Personal User Details

1. If you're an **Admin** and setting up another users profile navigate to the top right hand corner and select **Admin** and then select **User Management**.
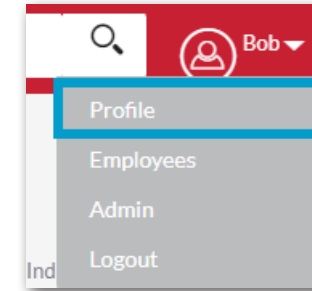

2. In the list of Users select the user you'd like to update and then it will take you to their **User Profile**.

3. Select **Edit** from the **Actions Menu** to add information and then scroll down to **Employee Information**.
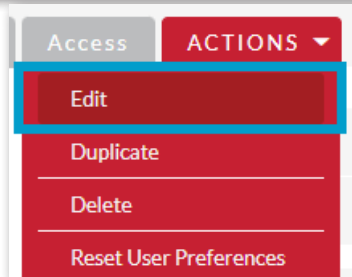
4. If your a regular user and setting up your own User Bio, navigate to your username in the top right hand corner and select **Profile** to go to your **User Profile**.

5. In **Employee Information**, fill in details such as **Job Title**, **Work Phone** and a **Description**. Once filled in this information can then be pulled through to create team/staff information in items such as Proposals.

6. You can also upload a photo to your profile. Photos uploaded must be sized **300x277**.

7. Once you've filled in all the required information click **Save & Close**.