

3. User profile | Work'N'Roll

[3.1 How to fill in user profile](#)

[3.2 How to fill in professional information](#)

3.1 How to fill in user profile [↗](#)

3.1.1 Click on the profile icon

3.1.2 Select My Profile

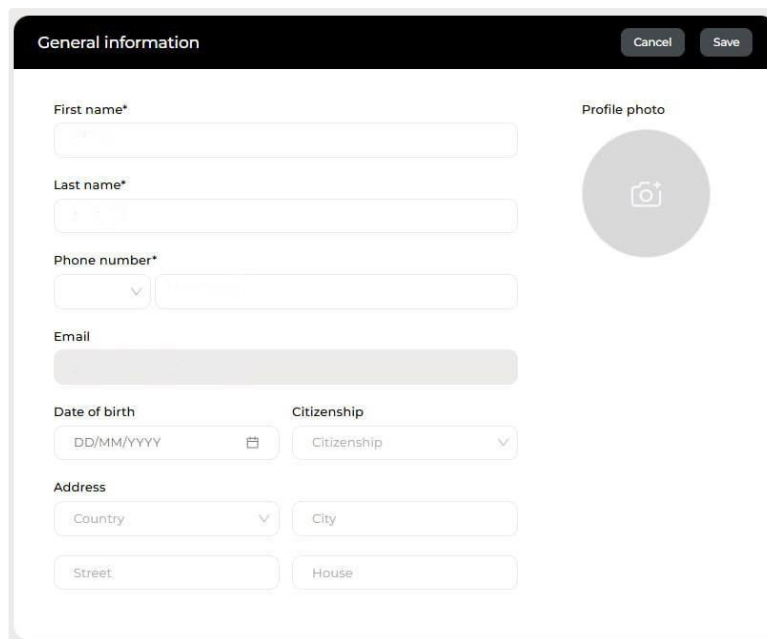
A screenshot of a 'General information' form for a user profile. The form has a dark header with the title 'General information' and two buttons: 'Cancel' and 'Save'. The form is divided into two main sections. The left section contains several input fields: 'First name*' (with a red asterisk), 'Last name*' (with a red asterisk), 'Phone number*' (with a dropdown for country code and a red asterisk), 'Email', 'Date of birth' (with a date picker icon), 'Citizenship' (with a dropdown menu), and an 'Address' section with four sub-fields: 'Country' (dropdown), 'City', 'Street', and 'House'. The right section is titled 'Profile photo' and features a large circular placeholder with a camera icon and a plus sign.

Figure 3.1- User profile

3.1.3 Add a profile photo

3.1.4 Enter the username (required field)

3.1.5 Enter the user's last name (required field)

3.1.6 Enter the phone number (required field)

3.1.7 Adres e-mail zostanie wypełniony automatycznie

3.1.8 Enter the date of birth

3.1.9 Specify the citizenship

3.1.10 Fill in the address: country, city, street, house number

3.1.11 Click Save

3.1.12 Edit the personal information by clicking Edit

After completing the general information description, go to the "Professional Information" section.

3.2 How to fill in professional information [🔗](#)

Professional information

Add new specialization

Estimator New

Trade*
Trade

Documentation
Attach

Experience*
Experience year

Education*
Education

Professional certification
Certificate

Date of issue
DD/MM/YYYY

Expiration date
DD/MM/YYYY

☐ Create Recertification Reminder

Date to remind
DD/MM/YYYY

Add Delete

Figure 3.2 - Professional information

3.2.1 Select your desired profession from the dropdown list (required field)

3.2.2 Specify your work experience (required field)

3.2.3 Select your education level from the dropdown list (required field)

3.2.4 List your educational qualifications

3.2.5 Specify the date of issuance of your educational documents

3.2.6 Indicate the expiration date of your educational documents

3.2.7 Attach the required documents

3.2.8 Check the box next to Create a reminder for recertification

3.2.9 Specify the reminder date

3.2.10 Click Add

3.2.11 Add a profession by clicking on Add new profession

3.2.12 Fill in the fields by analogy

3.2.13 Edit professional information by clicking on the Edit icon