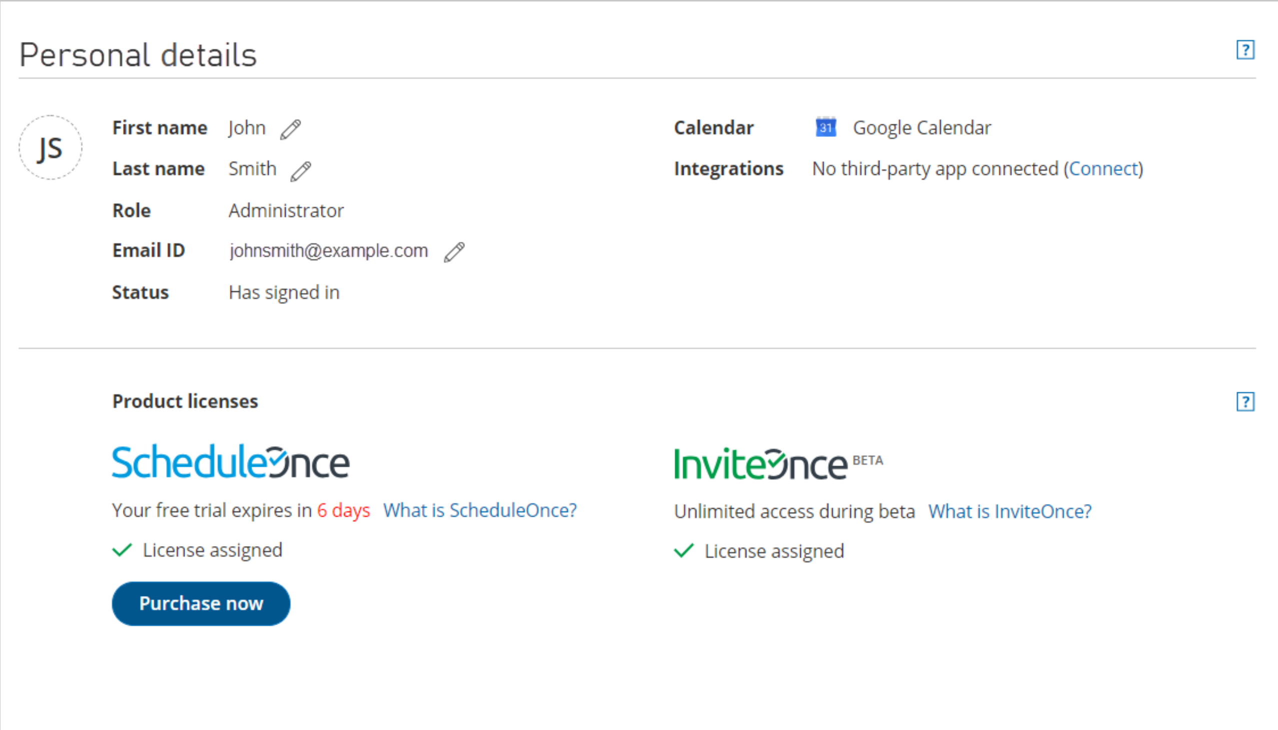
Profile: Personal details section

Last Modified on Apr 12, 2019

The Personal details section allows you to update personal details, assign product licenses to a User and shows a summary of each User's information.



1. In the **Personal details** area, you can view the following information:

- **Photo:** your User photo will be shown as the Account and Profile icon in the top right corner. To upload an image, you must use a JPG, PNG or GIF format (max 200KB). When uploaded, the image can be cropped or scaled to a 200 x 200 pixels square.

> **Note:**
>
> When using ScheduleOnce, the image will be set as the default Booking page image for Booking pages you own.

- **First name**: This information is taken from the sign-up form filled out when you first signed up for OnceHub. Your first name can be changed at any time.
- **Last name:** This information is taken from the sign-up form filled out when you first signed up for OnceHub. Your last name can be changed at any time.
- **Role:** Users can be either an Administrator or a Member. Your User role can only be edited by a OnceHub Administrator.
- **Email ID:** By default, this is the email address you used to sign up for OnceHub. If you want to change it, you will be required to provide your OnceHub password. Learn more about changing your Email ID
- **Calendar:** Any calendars connected to your User account will be displayed here. It is recommended that you

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connect a calendar to your account in order to optimize scheduling and avoid double-booking. Learn more about Calendar connection

- **Integrations:** Any third-party integrations connected to your account will be displayed here.

2. To edit your **Personal details**, click the pencil icon next to the first or last name fields to launch the Personal Details edit window (Figure 1). Once the desired changes have been made, click the **Save** button.

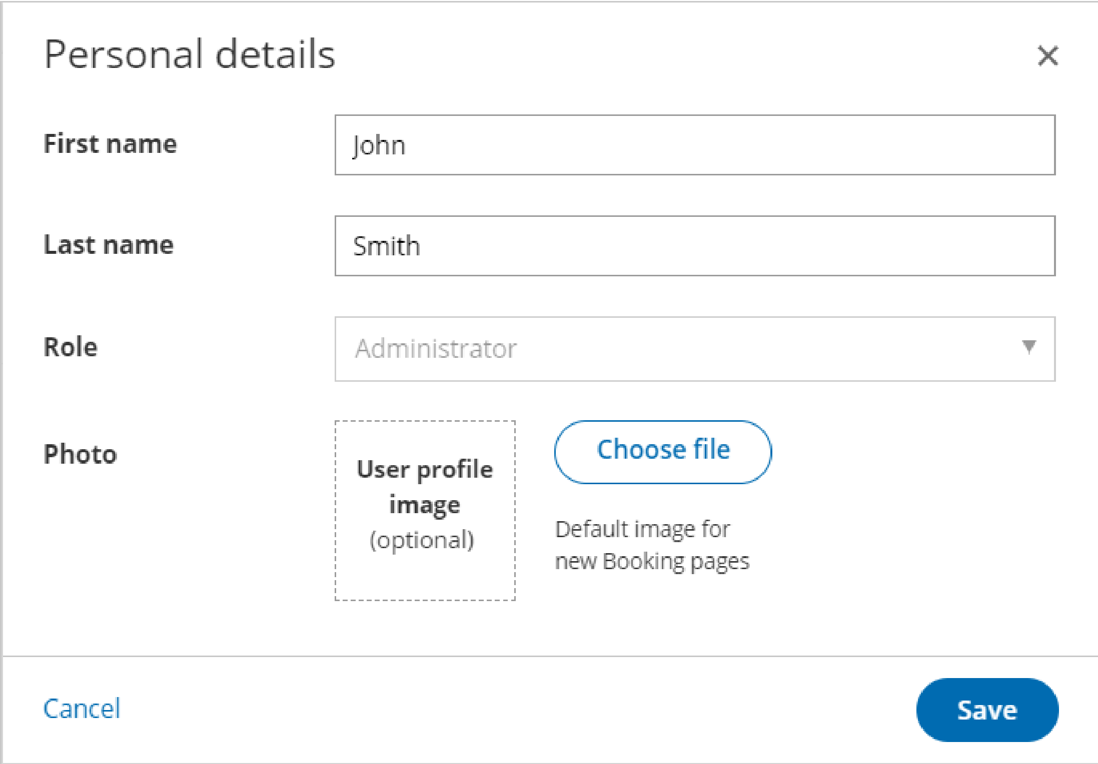

Figure 1: Personal details

Product licenses

If you are a Member, you will see the following in the **Product licenses** area:

- Which products you have licenses for.
- Whether or not a product is still in trial and how many days are left in the trial. Learn more about purchasing and upgrading ScheduleOnce or assigning product licenses

If you are an Administrator, you will see:

- Which products you have licenses for.
- Whether or not a product is still in trial and how many days are left in the trial. Learn more about purchasing ScheduleOnce
- How many User licenses are assigned and how many are unassigned. Learn more about assigning product licenses

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