



D A M S T R A

CONNECT + PROTECT YOUR WORLD



# EPP for Employees – Your Details

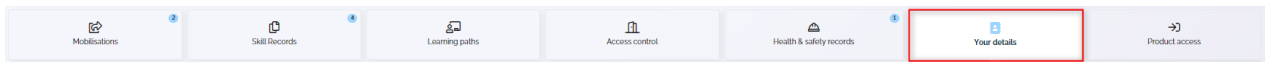
**PRODUCT:** Workforce Management

**VERSION:**

**AUTHOR:** J-pee De Guzman

**APPROVED BY:**

This section allows the employee to view and update their own personal details.




The following details are shown on the page:

- Date of Birth
- Gender
- Preferred Name
- Email Address
- Residential Address
- Phone/Mobile Number
- Next of Kin
- NOK Address
- Relationship to Employee
- Phone/Mobile Number
- Department
- USID if applicable

**Your details**

Date of birth 20 Dec 1980	Gender Female
Preferred name Beth	
Email jpee.deguzman.0210@gmail.com	Residential address 123 Variation Rd, Exemption City, 2010, Pampanga, Philippines
Mobile number +639089445778	
Next of kin Robert Stanton	Next of kin address 123 Variation Rd Exemption City 2010 Pampanga Philippines
Relationship to employee Husband	
Mobile number +639089445779	
Department -	EID 5765730
	CID Damstra ID: 618022

To update your personal details:

- Click  Edit details button and a pop-up screen will appear.
- Edit the details you need to update.
- Date of Birth and First and Last Name are **greyed out** when editing.

- To update your First or Last Name, click the [Name change form](#) link to fill out the form and send it to [service@damstratechnology.com](mailto:service@damstratechnology.com)
- Once done updating your personal details, click the [Send to company](#) button to complete the process.