Profile Preview and Spotlight

Summary: *When searching for a person, the profile preview and spotlight view populate when you select the person. The profile preview provides a quick snapshot of key areas of the employee profile, including job, manager, location and contact details.*
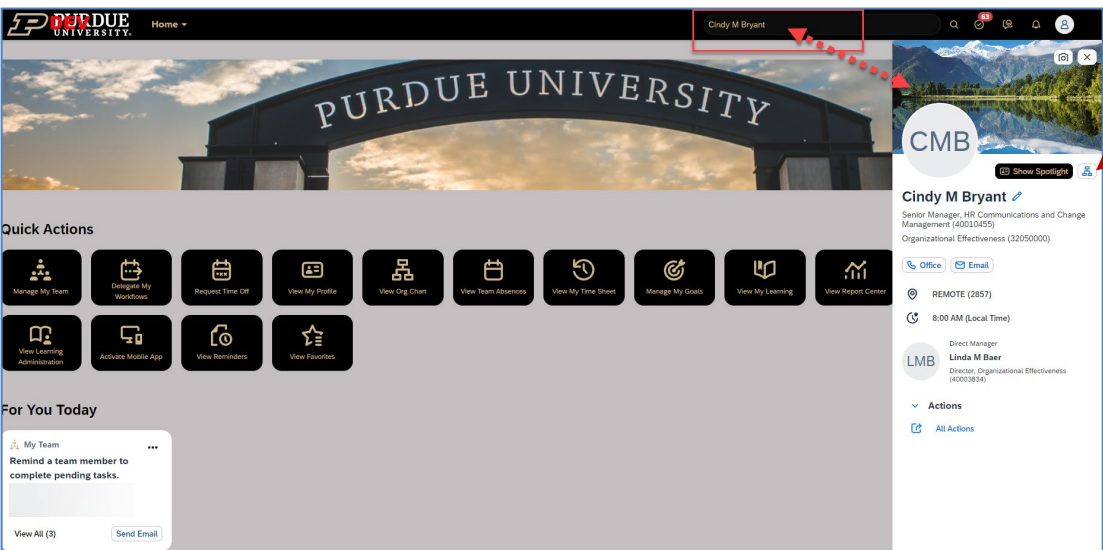
Quick Links:

- **Overview**
- **Navigating to Full Profile**
- **Edit Profile Preview and Background**
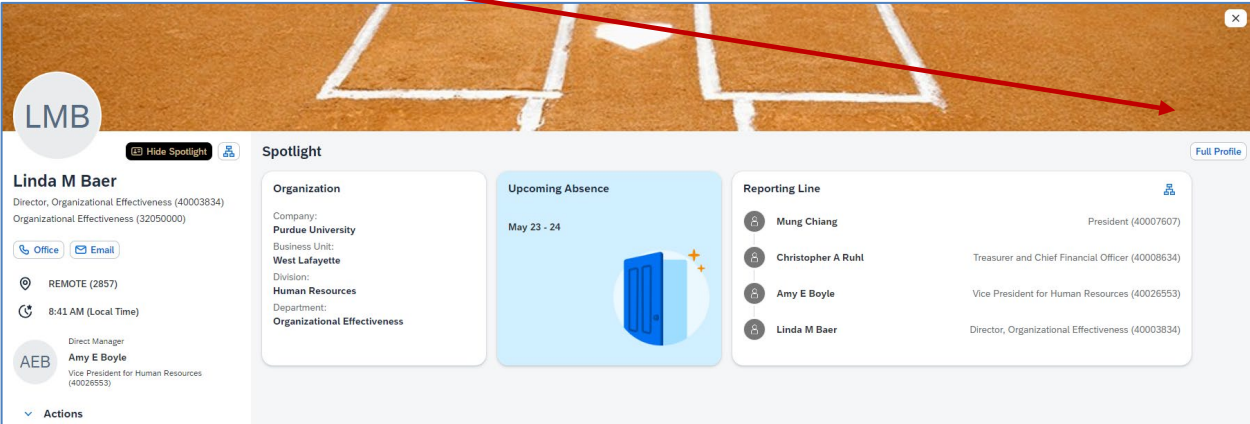- **Access Org Chart**

Overview

When searching for a person, the profile preview and spotlight view populate when you select the person.

- This 'quick view' provides contact information, links to Spotlight, All Actions, and a refreshed Org Chart.

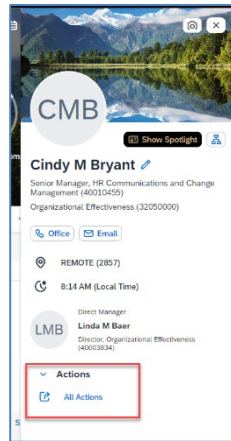Click **Show Spotlight** to open Spotlight.

- It displays **Organization** information, upcoming **Absences** and **Reporting Line** from Org Chart.
- If you are using SuccessFactors Mentoring (used with New@Purdue Experience and Develop Me 2.0 programs) it will also be displayed here.
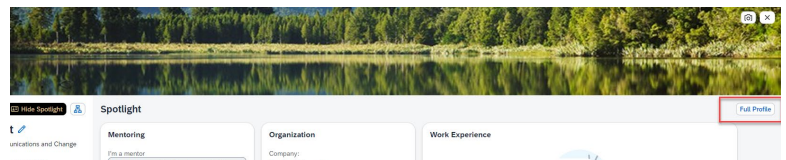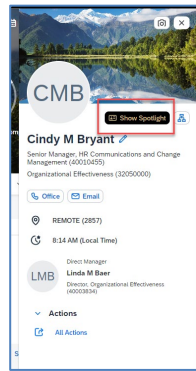- Select **Full Profile** to view the complete employee profile.

Navigating to Full Profile

There are two ways to navigate to an employee's Full Profile.

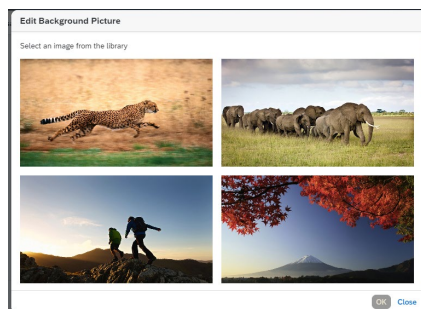1. Click **All Actions** from Profile Preview
2. Click **Profile**

1. Click **Show Spotlight**
2. Click **Full Profile**

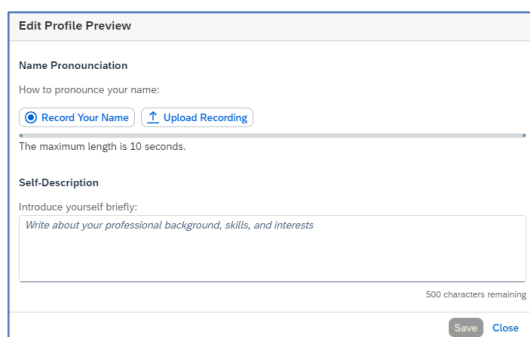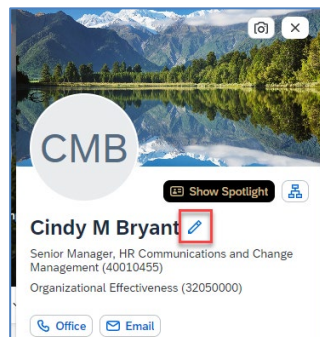## Edit Profile Preview and Background

To change background image:
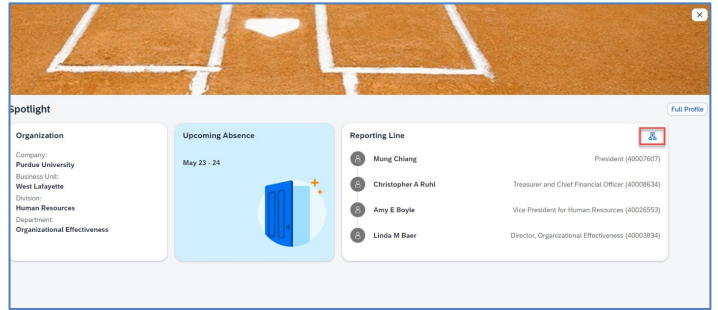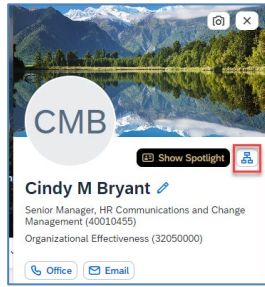1. Click **picture icon**
2. Select picture from library

To personalize your information:
1. Click the **pencil icon** to edit
2. **Record your name** or upload a recording
3. Add a **Self-Description**
4. Click **Save**

Access Org Chart

The **Org Chart icon** links to the **Org Chart** within **Company Info**.	
The **Org Chart** provides a quick link to the employee preview profile.	