

Account – User Manual

Audience: All users (Workers, Project Managers, Administrators).





This guide explains how to manage your account profile, including personal information, professional details, emergency contacts, and system settings such as password changes and two-factor authentication.

Navigation

- Global header → Account (or user menu → Account)
- URL: /account

Overview

The Account page is organized into four main tabs accessible via a tab navigation bar:

- **Basic Info**  — Personal information and work status
- **Professional**  — Work experience, education, certifications, skills
- **Emergency**  — Emergency contacts, medical information, insurance
- **System**  — Security settings, password, account information

On mobile devices, the tab navigation appears as a dropdown select menu instead of horizontal tabs.

Basic Info Tab

The Basic Info tab contains your core personal information and work availability status.

Avatar Section

- Upload or update your profile photo by clicking the avatar widget
 - Supported formats: common image formats (JPG, PNG, etc.)
 - The avatar is displayed throughout the application
 - Changes are saved automatically when you upload a new image
- Your displayed name, gender, age, and specialty are shown below the avatar

Work Status

- **Active Status:** You are available for new projects and tasks. Managers can assign work to you.
- **Inactive Status:** You are not available for new work. You will not receive new project assignments or tasks.
- Toggle your status using the switch control
 - When setting status to Inactive, you must:
 - Select a reason (Vacation, Sick Leave, Personal Leave, Training, or Other)
 - Optionally provide additional details
 - Optionally set an "Unavailable until" date
 - Click "Save Inactive Status" to confirm
 - When setting status to Active, the change is applied immediately without additional confirmation

Profile Information

The form includes the following fields:

Required Fields

- **First Name *** — Your first name (text input)
- **Last Name *** — Your last name (text input)
- **Job Title *** — Your current job title or position (text input)
- **City *** — Your city of residence (text input, max 100 characters)

Optional Fields

- **Phone Number** — Your contact phone number (formatted automatically as you type, format: +1xxxxxxxxxx)
- **Gender** — Select from dropdown: Male, Female, or leave blank
- **Date of Birth** — Select your birth date using the date picker
- **Additional Information** — Free-text area for any additional information about yourself

Cultural & Language Information

This section helps form effective work teams based on cultural compatibility and language skills.

- **Nationality** — Your nationality (optional text input)
- **Country of Origin** — Your country of origin (optional text input)
- **Workforce Group *** — Select your workforce group from the dropdown menu (required)
- **Languages *** — Add one or more languages with proficiency levels

- Click "+ Add Language" to add a language
- For each language, select the language name and proficiency level
- Proficiency levels: Basic, Intermediate, Fluent
- Click "Remove" to delete a language entry
- At least one language with a proficiency level is required

Saving Changes

- Click "Update Profile" at the bottom of the form to save all changes
- Validation errors will be displayed in red below the relevant fields
- Success and error messages appear at the bottom of the form

Professional Tab

The Professional tab contains detailed information about your work experience, education, certifications, and professional skills.

Work Experience

- **Total Years of Experience** — Enter the total number of years of work experience (numeric input)
- **Specialized Experience** — Describe your specialized experience (e.g., High-rise construction, residential, commercial)
- **Previous Employers** — List your previous employers and positions (textarea)
- **Professional References** — Provide professional references with names, positions, companies, and contact information (textarea)

Education

- **Highest Education Level** — Select from: High School Diploma, Trade School/College, Apprenticeship Program, University Degree, Other
- **Institution Name** — Name of the school, college, or university
- **Graduation Year** — Year of graduation (numeric input, format: YYYY)
- **Field of Study** — Your field of study (e.g., Construction Management, Civil Engineering)

Certifications & Licenses

- **Red Seal Certification** — Select: Certified, Apprentice, or Not applicable
- **Provincial Trade Certificate** — Enter certificate number and province
- **Driver's License Class** — Select: G1, G2, G, D, A, or No license

- **Union Membership** — Enter union name and local number

Safety Certifications

- **WHMIS Certificate** — Select: Current, Expired, or Not certified
- **First Aid/CPR** — Select: Current, Expired, or Not certified
- **Fall Protection** — Select: Current, Expired, or Not certified
- **Confined Space Entry** — Select: Current, Expired, or Not certified
- **Lockout/Tagout** — Select: Current, Expired, or Not certified
- **Other Safety Certifications** — List any other safety certifications (textarea)

Skills & Equipment

- **Specialized Skills** — Describe your specialized skills (e.g., Welding, electrical work, plumbing, concrete work)
- **Equipment & Tools** — List equipment and tools you can operate
- **Willing to Travel** — Select: Local only, Within province, Across Canada, or International
- **Availability** — Select: Full-time, Part-time, Contract, Seasonal, or On-call

Professional Summary

- **Professional Summary** — Brief description of your professional background, key achievements, and what makes you unique as a construction professional
- **Key Projects** — Describe your most significant projects or achievements

Saving Changes

- Click "Save Professional Information" at the bottom to save all professional data
- Success and error messages will appear above the save button

Emergency Tab

The Emergency tab contains information that will be used in case of emergency situations on the construction site.

Emergency Contacts

- **Primary Contact** — Required emergency contact information:
 - Name — Full name of the primary contact
 - Phone — Contact phone number (formatted automatically)

- Relationship — Relationship to you (e.g., Wife, Mother, Brother)
- **Secondary Contact** — Optional additional emergency contact:
 - Name — Full name of the secondary contact
 - Phone — Contact phone number (formatted automatically)
 - Relationship — Relationship to you (e.g., Friend, Colleague)

Medical Information

- **Blood Type** — Enter your blood type (e.g., A+, B-, O+, AB-)
- **Allergies** — List any allergies (e.g., Penicillin, dust, latex)
- **Medical Conditions** — List any medical conditions (e.g., Diabetes, asthma, heart condition)
- **Current Medications** — List current medications (e.g., Insulin, aspirin, blood pressure medication)
- **Additional Medical Notes** — Any additional medical information that could be important in an emergency

Insurance Information

- **Insurance Company** — Name of your insurance company
- **Policy Number** — Your insurance policy number
- **Emergency Contact at Insurance** — Phone number or contact person at the insurance company

Saving Changes

- Click "Save Emergency Information" at the bottom to save all emergency data
- Success and error messages will appear above the save button

System Tab

The System tab contains security settings and account information that you cannot directly edit.

Two-Factor Authentication (2FA)

- Toggle 2FA on or off using the switch control
 - When enabled, you will be required to provide a second authentication factor when logging in
 - This enhances the security of your account

Change Password

Use this section to change your account password. The form includes real-time validation to ensure your password meets security requirements.

Password Requirements

- Minimum 8 characters
- At least one uppercase letter (A-Z)
- At least one lowercase letter (a-z)
- At least one number (0-9)
- At least one special character (@\$!%*?&)

Changing Your Password

1. Enter your current password in the "Current Password" field
2. Enter your new password in the "New Password" field
 - Validation errors will appear below the field if requirements are not met
3. Confirm your new password in the "Confirm New Password" field
 - An error will appear if the passwords do not match
4. Click "Change Password" when all fields are valid and passwords match

Account Information

This section displays read-only account information:

- **Email:** Your registered email address (cannot be changed from this page)
- **Role:** Your current role in the system (e.g., Worker, Project Manager, Administrator)
- **Status:** Your account status (Active or Inactive)
- **Last Login:** Date and time of your last login, or "Never" if you haven't logged in yet

Tips

- Keep your profile information up to date, especially emergency contacts and medical information
- Use the work status toggle to indicate your availability for new projects
- When setting your status to Inactive, provide a reason and expected return date if known
- Complete all professional information sections to improve your profile visibility for project managers
- Add multiple languages with proficiency levels to increase team compatibility

- Regularly update your safety certifications to ensure they are current
- Enable two-factor authentication for enhanced account security
- Use a strong password that meets all security requirements

Troubleshooting

- **Form validation errors:** Check that all required fields (marked with *) are filled in correctly
- **Unable to save profile:** Ensure you have filled all required fields and that validation errors are resolved
- **Avatar not uploading:** Check that the file is a supported image format and not too large
- **Password change fails:** Verify that your current password is correct and that the new password meets all requirements
- **Password requirements not met:** Review the password requirements list and ensure your new password includes all required character types
- **Languages not saving:** Make sure each language has both a language selected and a proficiency level chosen
- **Cannot change email or role:** These fields are managed by administrators and cannot be changed from the Account page