

Oracle Fusion Employee Guide How to view and manage identification documents



To update your identification ID, you should click on the "Me" tab and then "Personal Information".



Click on "Identification Info".

Personal Details	Document Records	Identification Info
Details about yourself, such as name, date of birth, marital status, and national identifier.	Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.	View and edit your passport, driver license, visa, and citizenship info.

If you are a registered car user for council business this is where your driver's license details will be held. Click on "Add".

Citizenship		+ Add
	There's nothing here so far.	
Driver's Licenses		+ Add
	There's nothing here so far.	

- Enter your driving license details.
- You will only need to input your insurance, MOT and road tax details if you use your personal vehicle for business use.
- Your manager will be required to verify the details therefore a code must be obtained from the gov website and added to the comments section.

Note: - Only one record can be held at a time so if you are updating your details, please overtype the current record with the new details which will be sent to your line manager for approval.

and the second			
United Kingdom	~		
License Type		Following to be completed by users of own vehicle	
B+E - Cat B + trailer (up to 3,500kgs)	~		
License Number		Vehicle Registration Number	
TESTXXX123456X29		AB10 ABC	
From Date		Motor Insurer	
04-Jun-2023	tio -	AA Insurance	
To Date		Motor Insurance Policy Number	
03-Jun-2034	tio .	1234567	
		Motor Insurance Expiry Date	
Suspended		31-Dec-2024	
Suspended-from Date		Motor Insurance includes business use	
dd-mmm-yyyy	to	Yes 🗸	
Suspension-to Date		MOT Expiry Date	
dd-mmm-yyyy	i o	31-Dec-2024	
Number of Points		Road Tax Expiry Date	
		31-Dec-2024	
		Date Information Last Checked	
		04-Jun-2024	

You must add any supporting documentation (i.e. insurance certificate) in the "Attachments" section.

Click on the drop-down arrow and click "Add File".

Attachments	
	Drag files here or click to add attachment Add File Add Link

Navigate to the document you want to attach and click "Open".

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← → ~ ↑ 🖡 > This PC > Desktop > T	est Documents	v Ö	Search Test Documents	Q
Organise 🔻 New folder				?
🗸 🍠 This PC	Name		Date modified	
> 🧊 3D Objects	🐏 Car Insurance Certificate		04/06/2024 09:58	
> 📃 Desktop	Itest for DOR		09/05/2024 10:48	
Documents	💁 test letter 2		09/05/2024 11:31	
> 🕹 Downloads	test letter		09/05/2024 11:12	
> 👌 Music				
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> 🤳 Windows (C:)				
🕥 🥪 Mcgus (\\fscaird01\cousers) (H:)				
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📎 🛫 FusionProject (\\fscaird01) (X:)	, <			>
File name: Car Insurance Ce	ertificate	~	All files	\sim
		Upload from mobile	Open Cancel	

If you need to delete the attachment click on the pencil icon.

Attach	iments			
		Drag files here or click to add attachment 💙		
	Car Insurance Certificate.docx 👌 Car Insurance Certificate.docx (12.	88 KB)	Miscellaneous By Stephanie McGuire on 04-Jun-2024	\times /

Once complete click "Submit". This will now be submitted to your line manager for approval.

Driver's Licenses		+ Add
*Issuing Country	Violations	Sub <u>m</u> it <u>C</u> ancel
United Kingdom v]
License Type	Following to be completed by users of own vehicle	
B+E - Cat B + trailer (up to 3,500kgs) V	Vahiele Registration Number	

Citizenship details can be added and edited in the same way, but these do not require approval from your line manager. Any information you provide on this will automatically update.

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luzensnip			
			Sub <u>m</u> it <u>C</u> ancel
*Citizenship		From Date	
Select a value	\sim	dd-mmm-yyyy	Î
*Citizenship Status		To Date	
Select a value	~	dd-mmm-yyyy	te

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk