



Update a User

Description:

You can modify an existing user account details through the Users options in the Administration menu.

To edit user details:

1. From the **Administration** menu, click **Users**.
2. Select the required user account.
3. Select one of the following information:
 - **Basic details** - name, username, change password, email account status, license and ID numbers
 - **Permissions** - user role and accessible locations
 - **Contact details** - address and phone numbers.
4. Click **Edit** and update any information.
5. Click **Save**.