

Update User Information

Users assigned with the **User Administrative** Role will be able to view or edit user information.

1. Click on the **List** link beside the **User** option on the Admin tab.

To Do	General	
Individual	Provider	Preferences Password Policy
Health	User	New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset
Agency	Title	New List Import from Excel Search Imported Excel
Billing	Change Password	User List
Admin		

2. Select the **user** from the **User List** page.

Showing 1 to 7 of 7 entries

NOTE Deactivating a user will remove all profiles and privileges. To temporarily suspend access, use Lock/Unlock.

Login Name ↑	First Name	Last Name	Title	Employee ID	Status	Status Action	Lock / Unlock	Lock / Unlock Action
					All		All	
aamira	Aamira	Shabnam	Software Engineer, QA		Active	Deactivate	Unlocked	Lock
abdullah	Abdullah	Khan	Teacher		Active	Deactivate	Unlocked	Lock
abdur	Abdur	Hossain	Special Teacher	1122	Active	Deactivate	Unlocked	Lock
abir	Abir	Mia	Teacher		Active	Deactivate	Unlocked	Lock
abraham	abraham	linkon	Academic Coordinator		Active	Deactivate	Unlocked	Lock
abrar	Abrar	Hayat	Therap Admin		Active	Deactivate	Unlocked	Lock
abu	abu	taher	Academic Coordinator		Active	Deactivate	Unlocked	Lock

Showing 1 to 7 of 7 entries

< 1 >

Export to Excel

Cancel

3. Search options are also available to find a **user** by filling out any of the blank fields Login Name, First Name etc.

User List

NOTE Deactivating a user will remove all profiles and privileges. To temporarily suspend access, use Lock/Unlock.

Login Name ↑	First Name	Last Name	Title	Employee ID	Status	Status Action	Lock / Unlock	Lock / Unlock Action
john					All		All	
john	John	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock

Showing 1 to 1 of 1 entries

< 1 >

Export to Excel

Cancel

Click on the **Login Name** of the **user** to view the information.

4. On the **Update User Information** page, the user's account and employer information fields will be editable.

Note: Users will not be able to edit **User Initials**, **Login Name**, **Status** and **Self Enroll Account** fields.

Update User Information ⓘ

NOTE: Password has expired for this user's account. You need to reset the password.

User Information

* First Name	<input type="text" value="John"/>
* Last Name	<input type="text" value="Albert"/>
User Initials	JA
Login Name	john
* Time Zone	<input type="text" value="Asia/Manila"/>

Account Settings

Status	Active
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Employer/Work Information

* Title	<input type="text" value="Special Teacher"/>	<input type="button" value="+"/>
Employee ID Number	<input type="text" value="012345"/>	
Hire Date	<input type="text" value="03/15/2020"/>	<input type="button" value="📅"/>

[Go to Personal Details](#)

[Go to Privilege](#)

[Back](#)

[Delete](#)

[Update and go to Personal Details](#)

[Update and go to Privilege](#)

[Update](#)

5. Click on the **Go To Personal Details** link or the **Update and go to Personal Details** button (if changes were made) to switch to the user's **Personal Details** page.

[Go to Personal Details](#)
[Go to Privilege](#)

Or if all the necessary information is already updated, click on the **Update** button.

6. On the **Personal Details** page of the **user**, a user's personal details and other contact details in the Personal Information section can be edited.

Personal Information

Basic Information

Photo

Add Image

User Name

John Albert

User Initials

JA

Title

Special Teacher

Gender

☒ Male
 ☐ Female
 ☐ Other

Date of Birth

License Number

SSN

ID(s)

+ Add

Under the **Contact Information** section, **Address**, **Phone Number**, **Phone Number Comments**, **E-Mail Address** can be edited.

Contact Information

Address	<input type="text" value="12234 Main Street"/>	<input type="text"/>		
	Street 1	Street 2		
	<input type="text" value="Anytown"/>	<input type="text" value="State"/>	<input type="text" value="012345"/>	<input type="text" value="Philippines"/>
	City	State	Zip Code	Country
Phone Number	<input type="text" value="012346985"/>			
	Home			
	<input type="text" value="01234567890"/>			
	Mobile			
	<input type="text"/>	<input type="text"/>		
	Temporary	Extension		
Phone Number Comments	<input type="text"/>			
E-Mail Address	<input type="text" value="demo@demoaccount.com"/>			

In the **Preferences** section, **Time Zone** can be changed if needed.

Preferences

* Time Zone	<input type="text" value="Asia/Manila"/>
Enable Notification	<input type="checkbox"/>

In the **Additional Contact Information** section, **Employer/Work Information**, **Emergency Contact 1**, **Emergency Contact 2** can be edited.

Additional Contact Information

Employer/Work Information

Work Phone Number
234875
Extension

Fax Number

Emergency Contact 1

Name
Julia Albert

Phone Number
1234567890
+880

Emergency Contact 2

Name
Jason Albert

Phone Number
1334567890
+880

The fields under the **EVV** section can also be edited if applicable for the organization

EVV

EVV ID

EVV Caregiver Type
- Please Select -

7. After updating the user's information, click on the **Update** button to save the changes.

Profile(s)
User Links

Cancel

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Update

8. After clicking on the **Update** button a successfully updated message will be displayed.

Successfully updated.

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Actions

[Create New User](#)
[Go to User Privilege](#)
