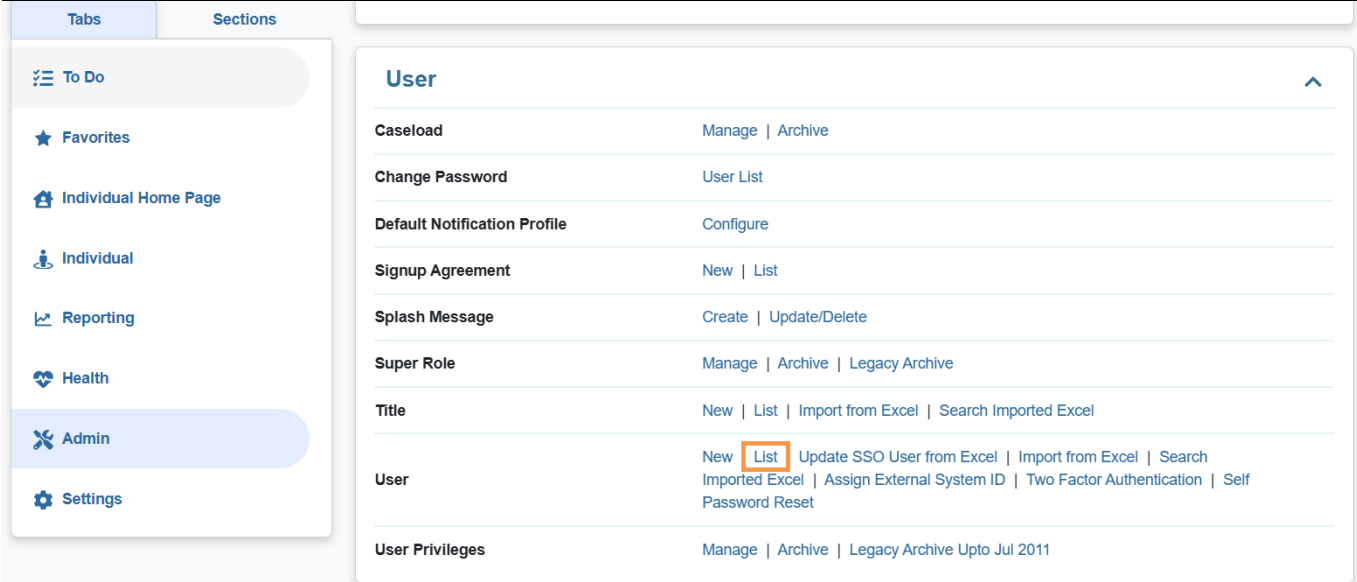


Update User Information

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.



The screenshot displays the Admin tab interface. On the left, a sidebar menu includes 'To Do', 'Favorites', 'Individual Home Page', 'Individual', 'Reporting', 'Health', 'Admin' (highlighted), and 'Settings'. The main content area is titled 'User' and contains a list of administrative options:

Section	Actions
Caseload	Manage Archive
Change Password	User List
Default Notification Profile	Configure
Signup Agreement	New List
Splash Message	Create Update/Delete
Super Role	Manage Archive Legacy Archive
Title	New List Import from Excel Search Imported Excel
User	New List Update SSO User from Excel Import from Excel Search Imported Excel Assign External System ID Two Factor Authentication Self Password Reset
User Privileges	Manage Archive Legacy Archive Upto Jul 2011

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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
<input type="text" value="john"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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

Employer/Work Information

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

[Go to Personal Details](#)

[Go to Privilege](#)

Back

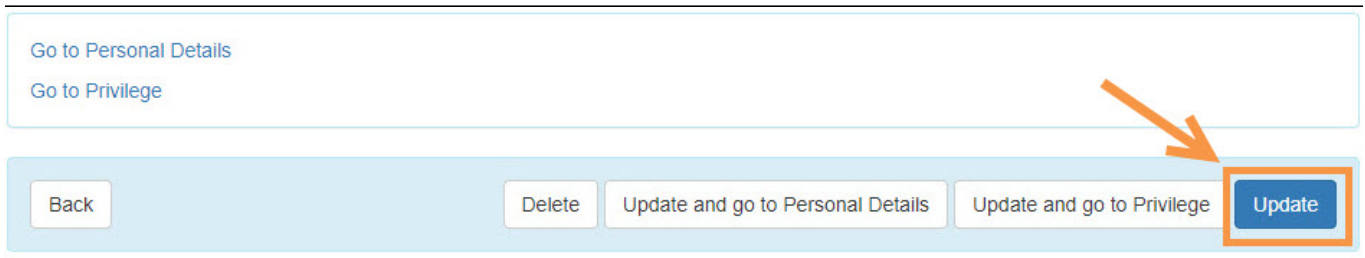
Delete

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.

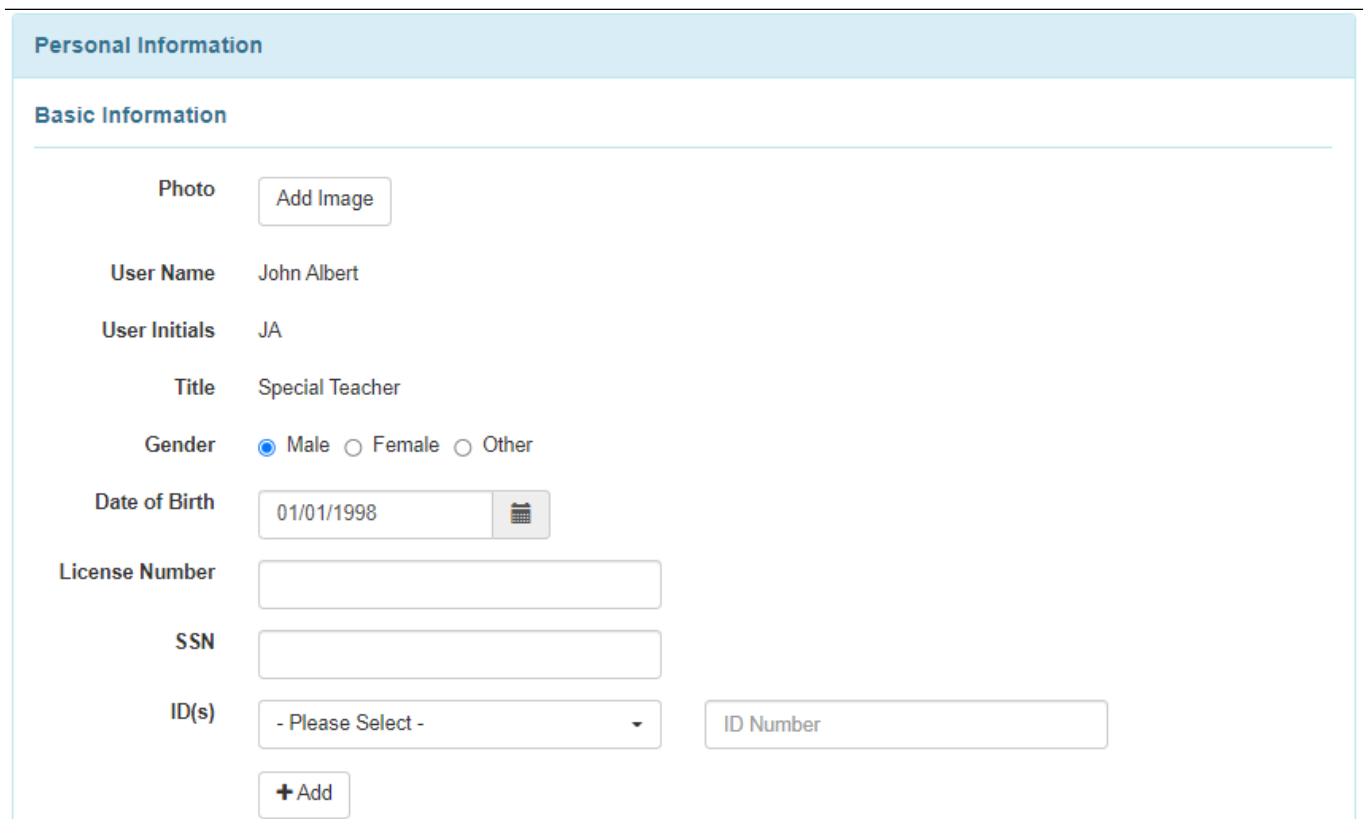


Go to Personal Details
Go to Privilege

Back Delete Update and go to Personal Details Update and go to Privilege **Update**

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

User Name John Albert

User Initials JA

Title Special Teacher

Gender Male Female Other

Date of Birth

License Number

SSN

ID(s)

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"/> Street 1	<input type="text"/> Street 2		
	<input type="text" value="Anytown"/> City	<input type="text" value="State"/> State	<input type="text" value="012345"/> Zip Code	<input type="text" value="Philippines"/> Country
Phone Number	<input type="text" value="012346985"/> Home	<input type="text" value="01234567890"/> Mobile	<input type="text"/> Temporary	<input type="text"/> 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

Fax Number

Emergency Contact 1

Name

Phone Number

Emergency Contact 2

Name

Phone Number

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

EVV

EVV ID

EVV Caregiver Type

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

Profile(s)
User Links

Cancel Back **Update**

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

Successfully updated.

Back to [Form](#) | [List](#)

Actions

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