

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		New List Import from Excel Search Imported Excel		
Agency	User	Assign External System ID Self Password Reset		
Billing	Title	New List Import from Excel Search Imported Excel		
Admin	Change Password	User List		

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



ogin Name 1≢	First Name	Last Name	Title	Employee ID	Status All V	Status Action	Lock / Unlock	Lock / Unlock Action
amira	Aamira	Shabnam	Software Engineer, QA		Active	Deactivate	Unlocked	Lock
bdullah	Abdullah	Khan	Teacher		Active	Deactivate	Unlocked	Lock
bdur	Abdur	Hossain	Special Teacher	1122	Active	Deactivate	Unlocked	Lock
pir	Abir	Mia	Teacher		Active	Deactivate	Unlocked	Lock
braham	abraham	linkon	Academic Coordinator		Active	Deactivate	Unlocked	Lock
brar	Abrar	Hayat	Therap Admin		Active	Deactivate	Unlocked	Lock
bu	abu	taher	Academic Coordinator		Active	Deactivate	Unlocked	Lock
Showing 1 to 7 of 7 entries								

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	Jser List							
▲ NOTE Deactivation	A NOTE Deactivating a user will remove all profiles and privileges. To temporarily suspend access, use Lock/Unlock.							
Login Name 1े≓ john	First Name	Last Name	Title	Employee ID	Status All V	Status Action	Lock / Unlock	Lock / Unlock Action
john 🔶	John	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock
Showing 1 to 1 of	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 li	ntormation o				
NOTE: Password has e	xpired for this user's account	t. You need	to reset the password.		
User Information					
* First Name	John				
* Last Name	Albert				
User Initials	JA				
Login Name	john				
* Time Zone	Asia/Manila		•		
Account Settings					
Status	Active				
Employer/Work Info	ormation				
* Title	Special Teacher	-	+		
Employee ID Number	012345				
Hire Date	03/15/2020	Ħ			
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.



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 Informati	on
Basic Information	
Photo	Add Image
User Name	John Albert
User Initials	JA
Title	Special Teacher
Gender	● Male ⊖ Female ⊖ Other
Date of Birth	01/01/1998
License Number	
SSN	
ID(s)	- Please Select - 🔹 ID Number
	+ Add



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

Contact Informatio	n				
Address	12234 Main Street				
	Street 1		Street 2		
	Anytown	State 🗸	012345	Philippines -	
	City	State	Zip Code	Country	
Phone Number	012346985 Home				
	01234567890 Mobile				
	Temporary	Extension			
Phone Number Comments					
E-Mail Address	demo@demoaccour	it.com			

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

Preferences			
* Time Zone	Asia/Manila	•	
Enable Notification			



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

iformation	
mation	
234875 Extension]]
1	
Julia Albert]
1234567890 +880)
2	
Jason Albert]
	٦
	mation 234875 Extension 1 Julia Albert 1234567890 +880 2 Jason Albert

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 ${\bf Update}$ 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					