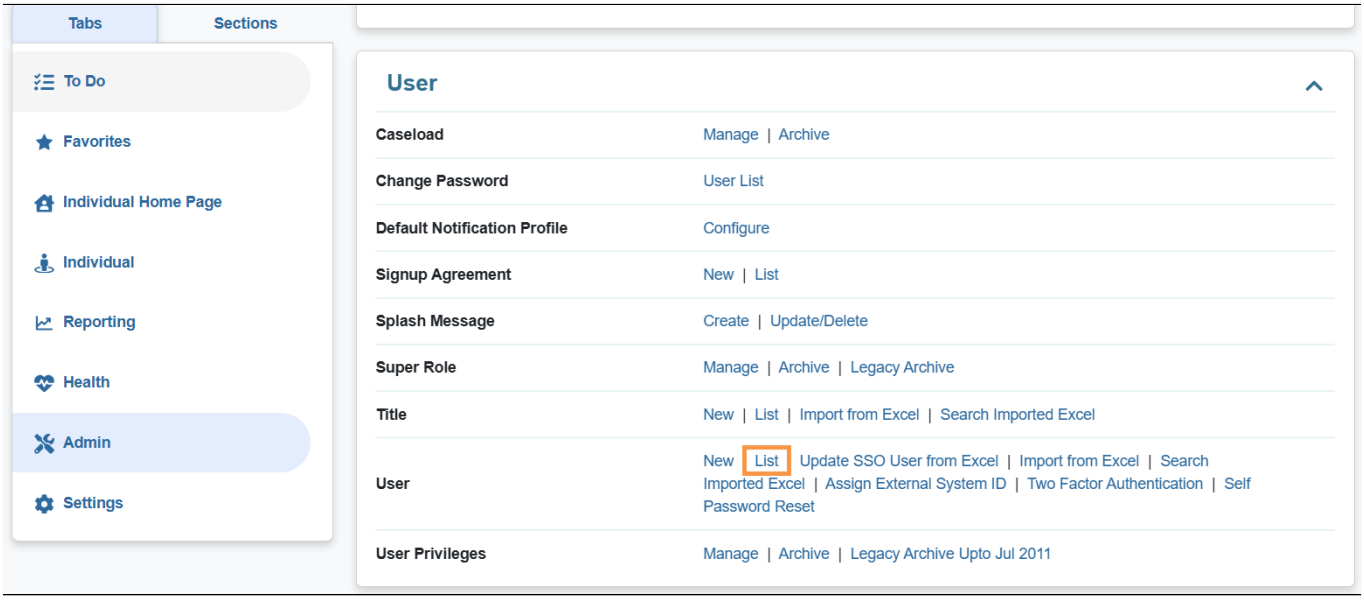
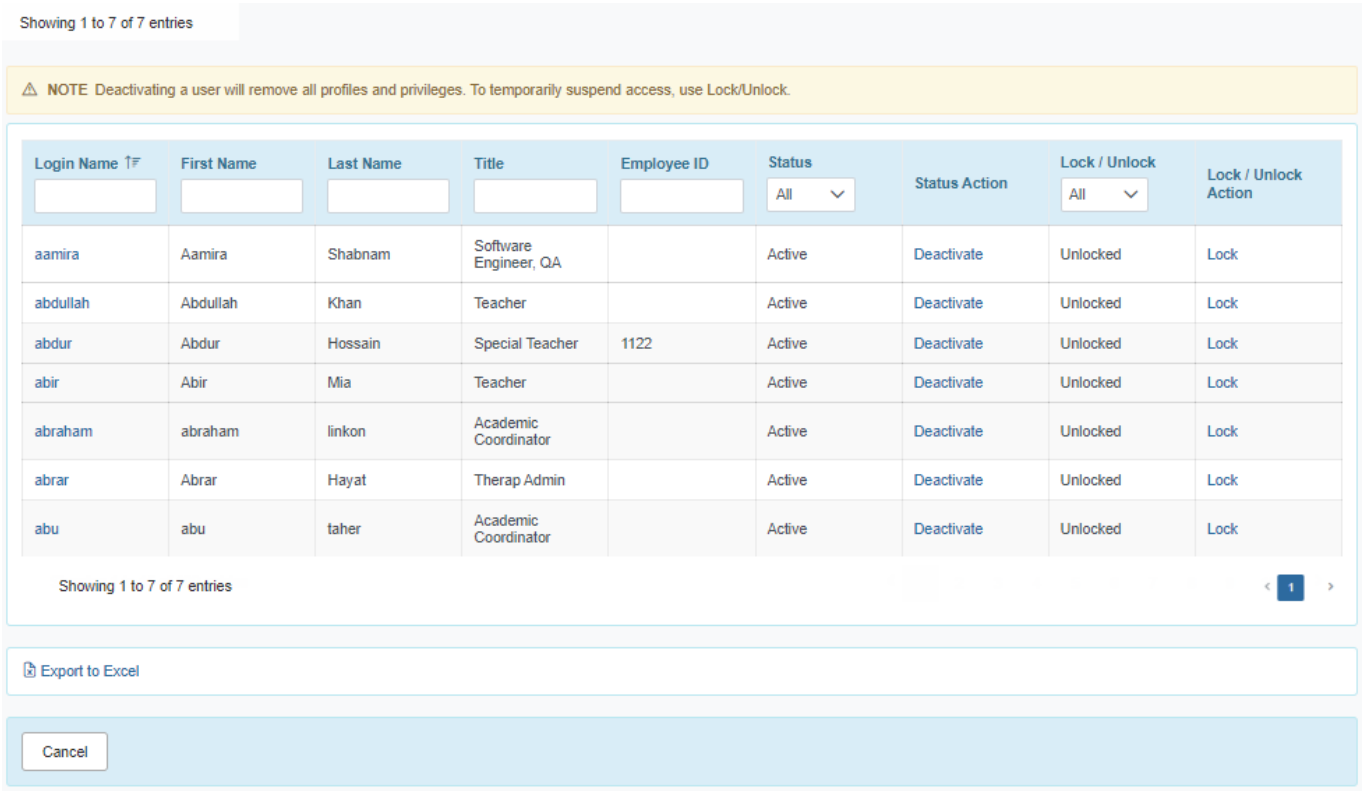
Pag-Update ng User Information

Ang mga users na may **User Administrative** Role ay makaka-view at edit ng mga user information.

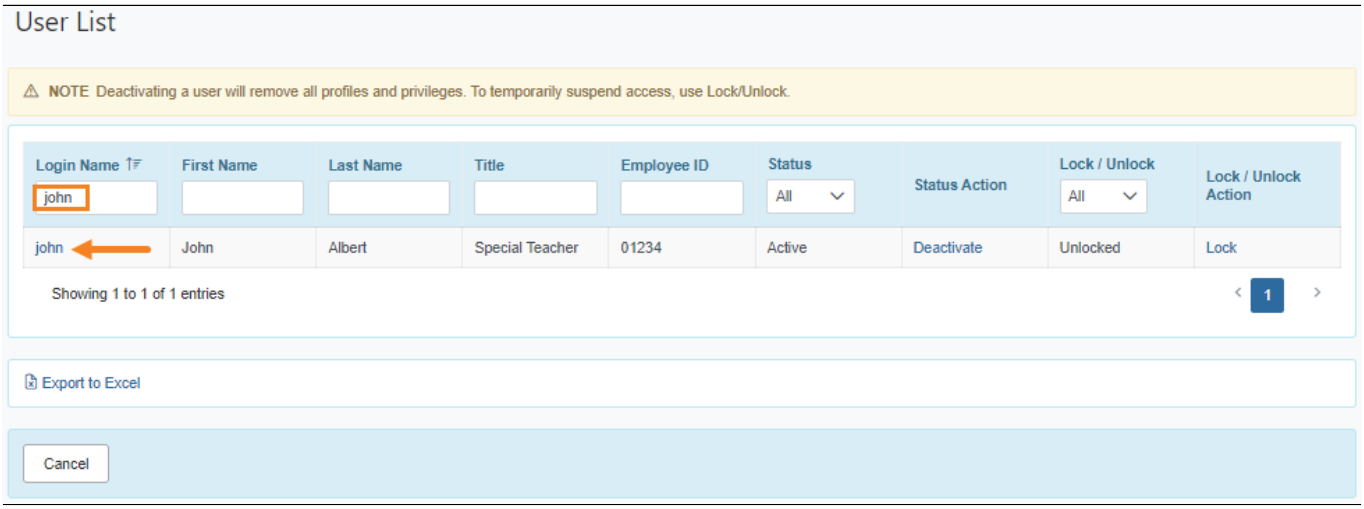
1. I-click ang **List** sa hilera ng User option na Admin tab.



2. Piliin ang **user** mula sa page ng **User List**.



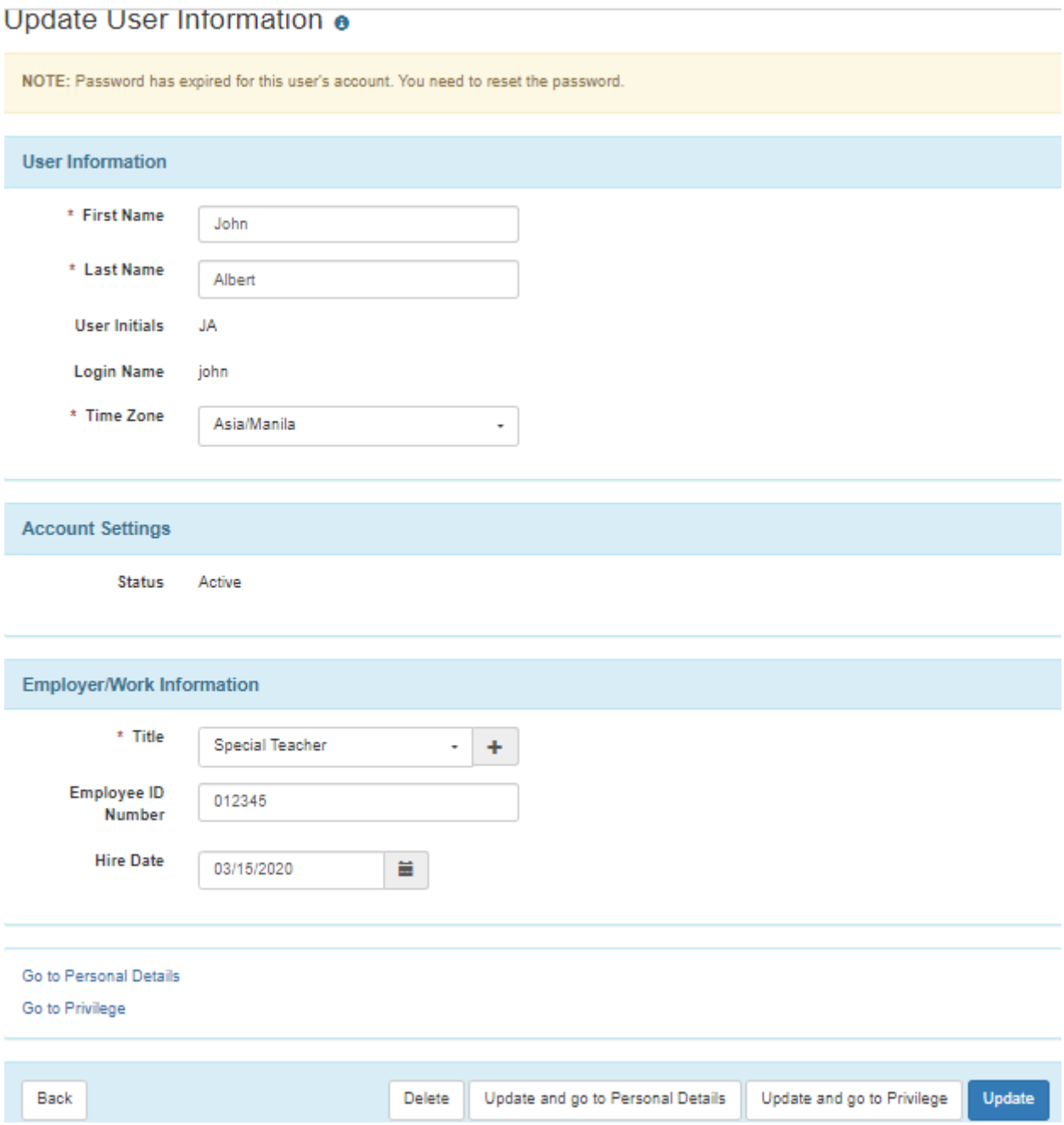
3. Maaari ring gamiting ang Search option upang mas madaling mahanap ang isang **user**, I fill-up lang ang alin mang bakanteng patlang, Login Name, First Name at iba pa.



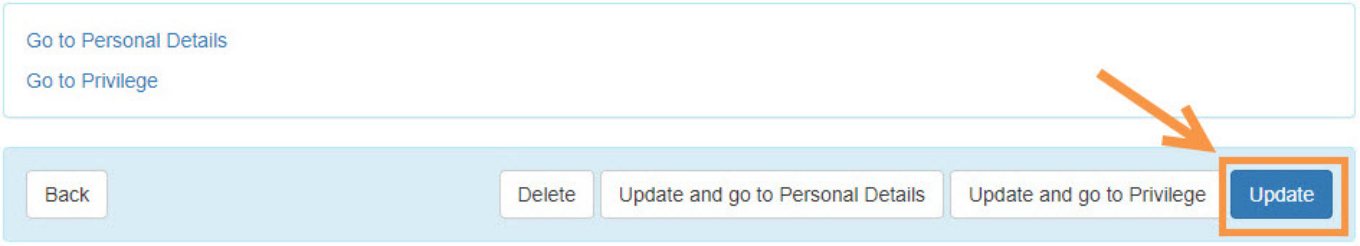
I-click ang **Log-in Name** ng **user** upang makita ang impormasyon.

4. Sa page ng **Update User Information,** maaaring i-edit ang user account at employer information fields.

Paalala: Hindi mai-eedit ng mga users ang mga patlang ng **User Initials, Login Name, Status** at **Self Enroll Account**.



5. I-click ang link ng **Go To Personal Details** o ang button ng **Update and go to Personal Details** (kung may mga pinalitan) upang bumalik sa page sa **Personal Details**.



Kung nailagay na lahat ng nais baguhin, i-click ang button ng **Update.**

6. Sa page ng **Personal Details** ng user maaaring baguhin ang personal details at ang mga detalye ng contact sa Personal Information.

Personal Details

Personal Information

Basic Information

Photo Add Image

User Name John Albert

User Initials JHA

Title Teacher

Gender Male Female Other

Date of Birth 01/01/1998

License Number

SSN

ID(s) - Please Select - | ID Number

+ Add

Contact Information

Address

1234 (Street 1) | demo (Street 2)

City | State | 1111 (Zip Code) | Philippines (Country)

Phone Number

0123456799 (Home)

1234567890 (Mobile)

Temporary | Extension

Phone Number Comments

E-Mail Address

Preferences

*** Time Zone** Asia/Manila

Enable Notification

Additional Contact Information

Employer/Work Information

Work Phone Number 12234567 | 880

Fax Number

Emergency Contact 1

Name

Phone Number | Extension

Emergency Contact 2

Name

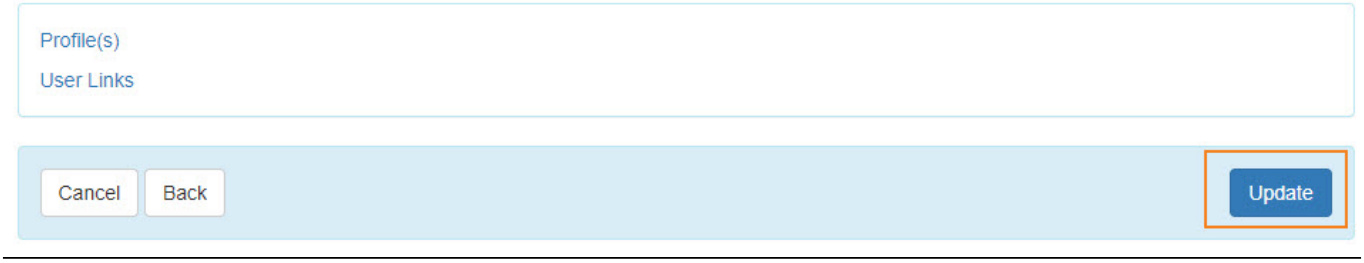
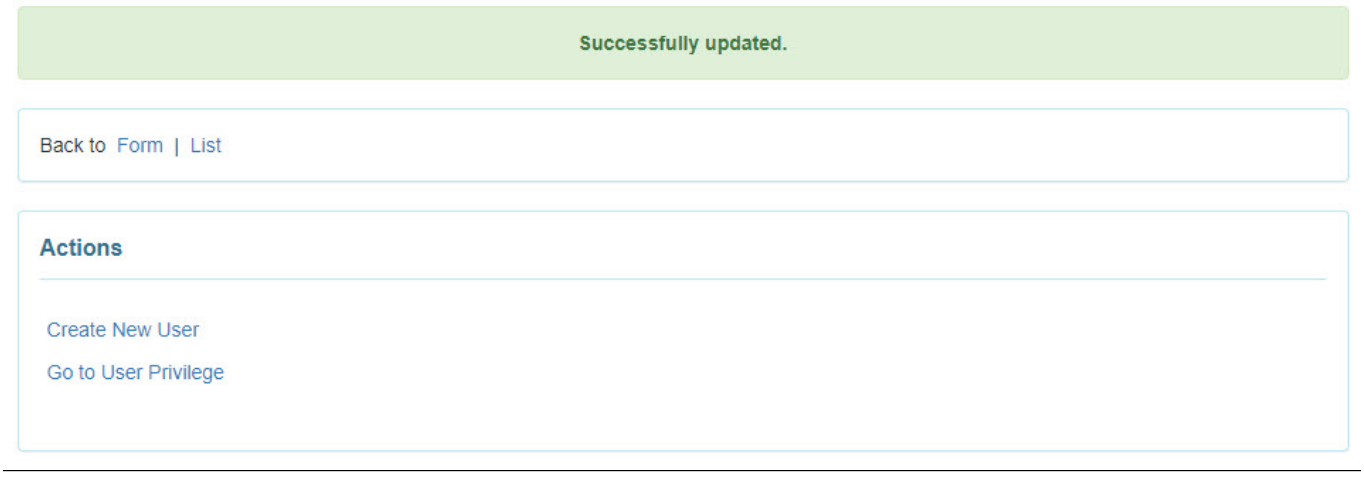
Phone Number | Extension

EVV

EVV ID

EVV Caregiver Type - Please Select -

7. Matapos baguhin ang mga impormasyon ng user, i-click ang button ng **Update** upang ma-save ang mga pagbabago.



8. Pagkatapos i-click ang button ng Update makikita ang ganitong mensahe patunay na na-update ang impormasyon ng user.