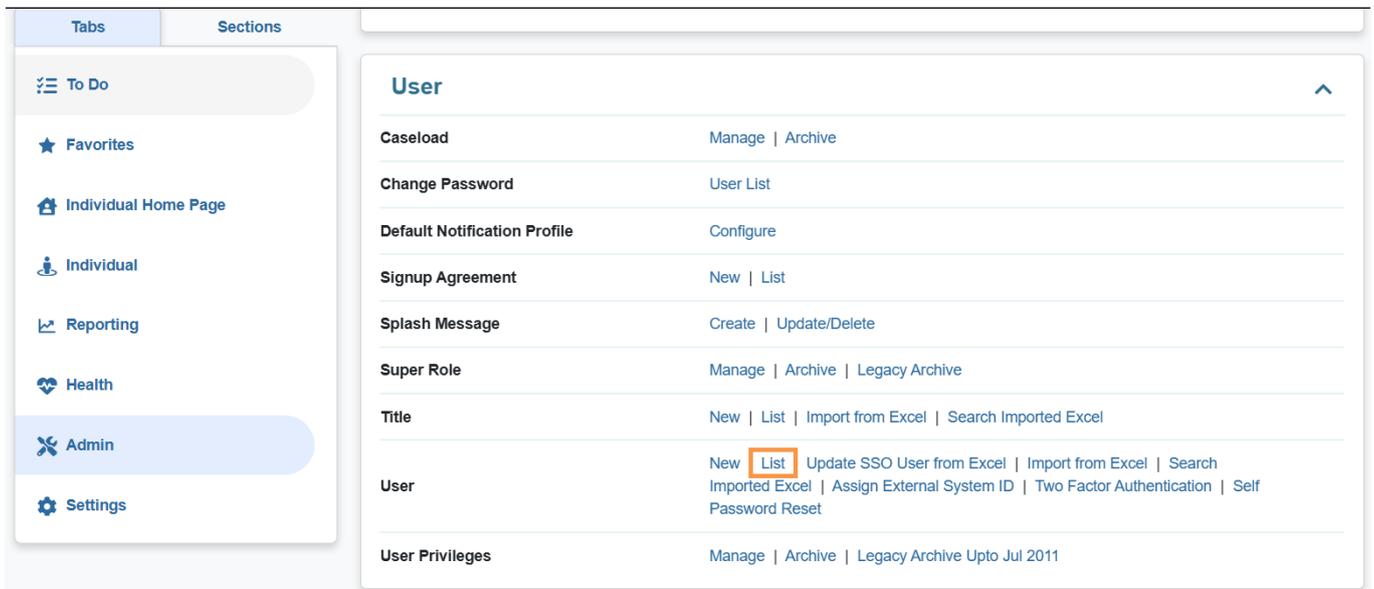# Pag-Update ng User Information

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**.

⚠ 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. 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.

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

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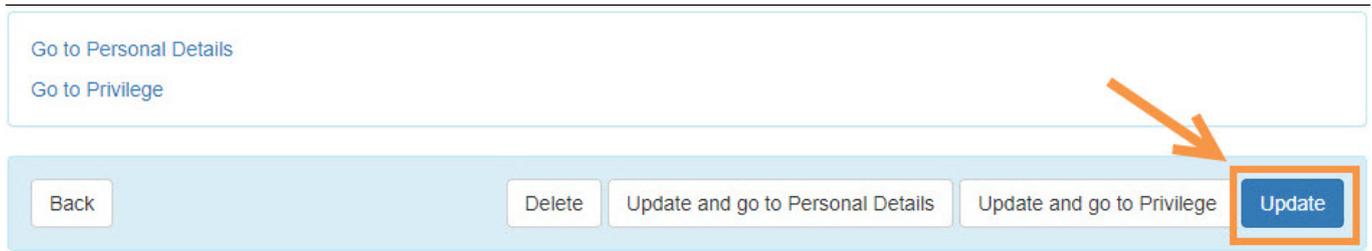
Kung nailagay na lahat ng nais baguhin, i-click ang button ng **Update.**

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 ▼
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.

Profile(s)
User Links

Cancel   Back   Update

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

Successfully updated.

Back to Form | List

Actions

Create New User
Go to User Privilege