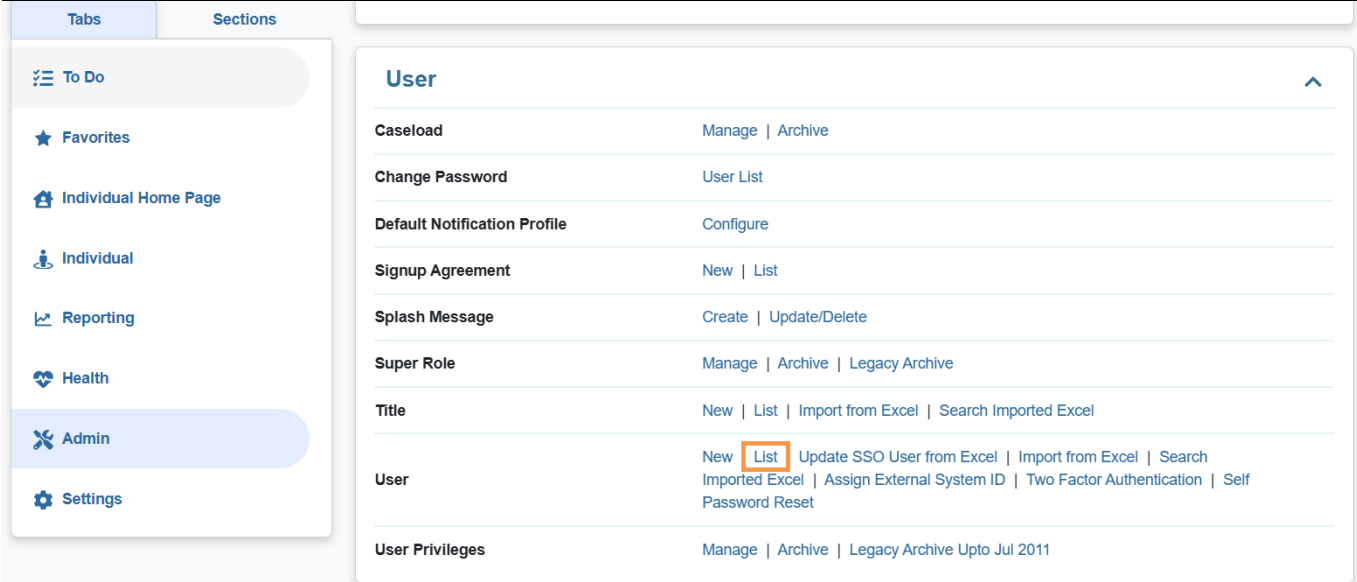


Pag-Update ng User Information

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.



The screenshot displays the Admin tab in the Therap Global interface. The left sidebar shows the Admin tab selected. The main content area is titled 'User' and contains a list of user-related options. The 'User' option is highlighted, and the 'List' link is circled in orange.

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

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. 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
<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

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**.

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"/>	<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](#)

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**.

[Go to Personal Details](#)

[Go to Privilege](#)

Back

Delete

Update and go to Personal Details

Update and go to Privilege

Update

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

User Name John Albert

User Initials JHA

Title Teacher

Gender Male Female Other

Date of Birth

License Number

SSN

ID(s) - Please Select -

Contact Information

Address

Street 1 Street 2

City State Zip Code Country

Phone Number

Home

Mobile

Temporary Extension

Phone Number Comments

E-Mail Address

Preferences

Time Zone ⌵

Enable Notification

Additional Contact Information

Employer/Work Information

Work Phone Number

Fax Number

Emergency Contact 1

Name

Phone Number

Emergency Contact 2

Name

Phone Number

EVV

EVV ID

EVV Caregiver Type ⌵

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](#)
