

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.

To Do	General			
Individual	Provider	Preferences Password Policy		
Health		Archive Preference		
Admin	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset		
Agency Reports	Physician Information	List Physician List		
Individual	Change Password	User List		

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



U	ser	List
U	ser	LISU

			1					
Login Name	First Name	Last Name	Title	Employee ID	Status -	Status Action	All -	Lock/Unlock Action
abdullah	Abdullah	Khan	Teacher		Active	Deactivate	Unlocked	Lock
abir	Abir	Mia	Teacher		Active	Deactivate	Unlocked	Lock
abrar	Abrar	Hayat	Therap Admin		Active	Deactivate	Unlocked	Lock
anika	Anika	Zaman	T-Log Entry		Active	Deactivate	Unlocked	Lock
arnob	Arnob	Rahman	Supervisor		Active	Deactivate	Unlocked	Lock
arun	Arun	Mojumdar	Teacher		Active	Deactivate	Unlocked	Lock
fatema	Fatema	Aktar	T-Log Entry		Active	Deactivate	Unlocked	Lock
		·	(1 (of 1) 🔤 🔜	1			
			I	Export To Exce	əl			

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

.ogin Name hon	First Name	Last Name	Title	Employee ID	Status All	Status Action	Lock/Unlock	Lock/Unlock Action
on Im	Jhon	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock
R			(1 of 1)	(4 4 1	E E		90 - P	
				Export To Exc	el			

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

User Information	
* First Name	Jhon
* Last Name	Albert
User Initials	JA
Login Name	jhon
* Time Zone	Asia/Manila
Account Settings	
Status	Active
Self Enroll Account	No
Employer/Work Infe	ormation
* Title	Special Teacher - +
Employee ID Number	01234
Hire Date	01/01/2018
Go to Personal Details Go to Privilege	
Back	Delete Update and go to Personal Details Update and go to Privilege Update

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 o

Personal Information	on			
Basic Information				
User Name	Jhon Albert			
User Initials	JA			
Title	Special Teacher			
Gender	🖲 Male 🔘 Female			
Contact Informatio	n			
Address	12234 Main Street			
	Street 1		Street 2	
	Anytown	State •	012354	Philippines -
	City	State	Zip Code	Country
Phone Number	0123546985			
	Home			
	0123501248			
	Mobile			
	Temporary	Extension		
Phone Number Comments				
E-Mail Address	demo@demoaccoun	t.com		

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

	Therap [®] Global Person-Centered. Data-Driven.
Profile(s) User Links	
Cancel Back	Update

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

	Successfully	/ updated.	
Back to Form List			
Actions			
Create New User Go to User Privilege			