

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 Archive Preference
Health		
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**.

User List

NOTE: Deactivating a user will remove all profiles and privileges. To temporarily suspend access, use Lock/Unlock.

(1 of 1) 1								
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 ▼	
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								

 [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
jhon	Jhon	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock

(1 of 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

User Information

* First Name	<input type="text" value="Jhon"/>
* Last Name	<input type="text" value="Albert"/>
User Initials	JA
Login Name	jhon
* Time Zone	<input type="text" value="Asia/Manila"/>

Account Settings

Status	Active
Self Enroll Account	No

Employer/Work Information

* Title	<input type="text" value="Special Teacher"/>	<input type="button" value="+"/>
Employee ID Number	<input type="text" value="01234"/>	
Hire Date	<input type="text" value="01/01/2018"/>	<input type="button" value="Calendar"/>

[Go to Personal Details](#)

[Go to Privilege](#)

[Back](#)

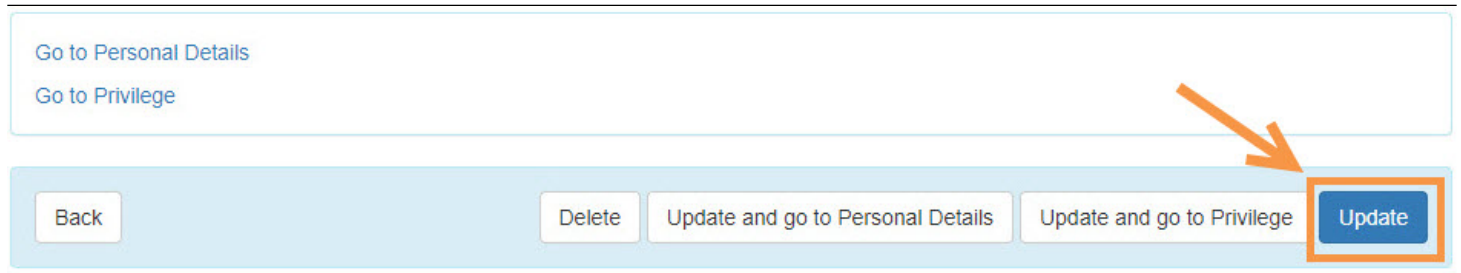
[Delete](#)

[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**.



The screenshot shows a user interface with a light blue header bar. Below the header, there are two links: "Go to Personal Details" and "Go to Privilege". Below these links, there is a row of five buttons: "Back", "Delete", "Update and go to Personal Details", "Update and go to Privilege", and "Update". The "Update" button is highlighted with an orange border and an orange arrow points to it from the right.

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

User Name Jhon Albert

User Initials JA

Title Special Teacher

Gender ☒ Male ☐ Female

Contact Information

Address

12234 Main Street

Street 1

Street 2

Anytown

City

State

State

012354

Zip Code

Philippines

Country

Phone Number

0123546985

Home

0123501248

Mobile

Temporary

Extension

Phone Number

Comments

E-Mail Address

demo@demoaccount.com

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

[Profile\(s\)](#)
[User Links](#)

CancelBack

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](#)
