

## 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	<b>General</b>	
Individual		
Health		
<b>Admin</b>	<b>Provider</b>	<a href="#">Preferences</a>   <a href="#">Password Policy</a>   <a href="#">Archive Preference</a>
Agency Reports	<b>User</b>	<a href="#">New</a>   <a href="#">List</a>   <a href="#">Import from Excel</a>   <a href="#">Search Imported Excel</a>   <a href="#">Titles</a>   <a href="#">New Title</a>   <a href="#">Assign External System ID</a>   <a href="#">Self Password Reset</a>
Individual	<b>Physician Information</b>	<a href="#">List</a>   <a href="#">Physician List</a>
	<b>Change Password</b>	<a href="#">User List</a>


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					All		All	
<a href="#">jhon</a>	Jhon	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock

(1 of 1) [Navigation icons]

 [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

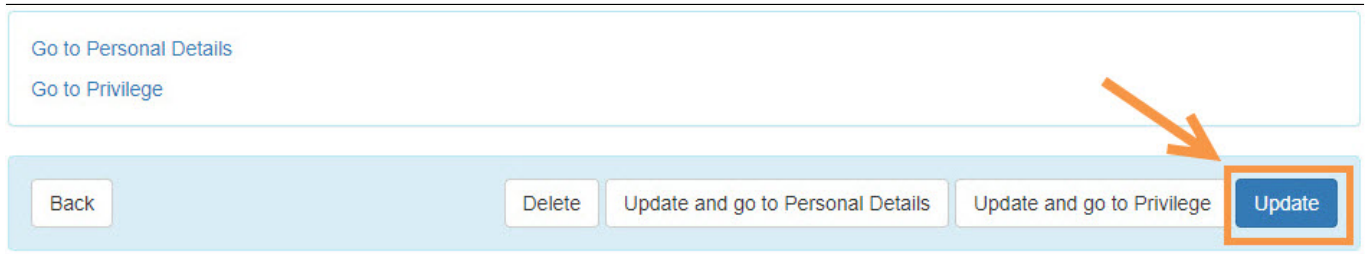
Employer/Work Information	
* Title	<input type="text" value="Special Teacher"/>
Employee ID Number	<input type="text" value="01234"/>
Hire Date	<input type="text" value="01/01/2018"/>

[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**.



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  
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

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](#)