

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	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset
Admin	Physician Information	List Physician List
Agency Reports	Change Password	User List
Individual		


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	
jhon	Jhon	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock

(1 of 1) [Navigation buttons]

 [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"/>

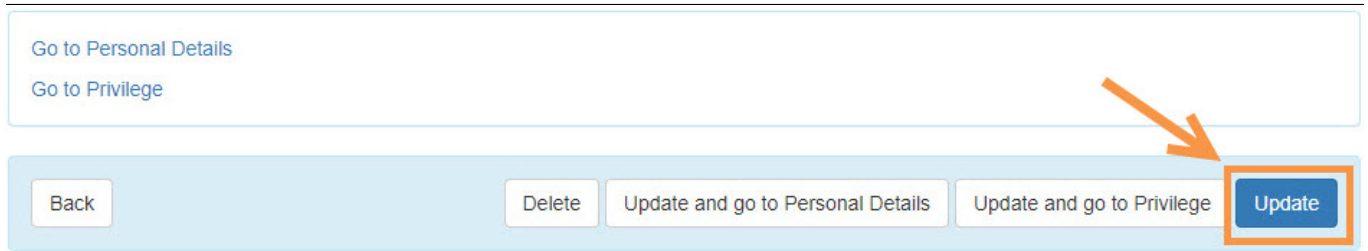
Account Settings	
Status	Active
Self Enroll Account	No

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**.



The screenshot shows a user interface for the 'Personal Details' page. At the top, there are two links: 'Go to Personal Details' and 'Go to Privilege'. Below these links is a horizontal bar containing five buttons: 'Back', 'Delete', 'Update and go to Personal Details', 'Update and go to Privilege', and 'Update'. The 'Update' button is highlighted with a blue border and an orange arrow pointing 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

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](#)