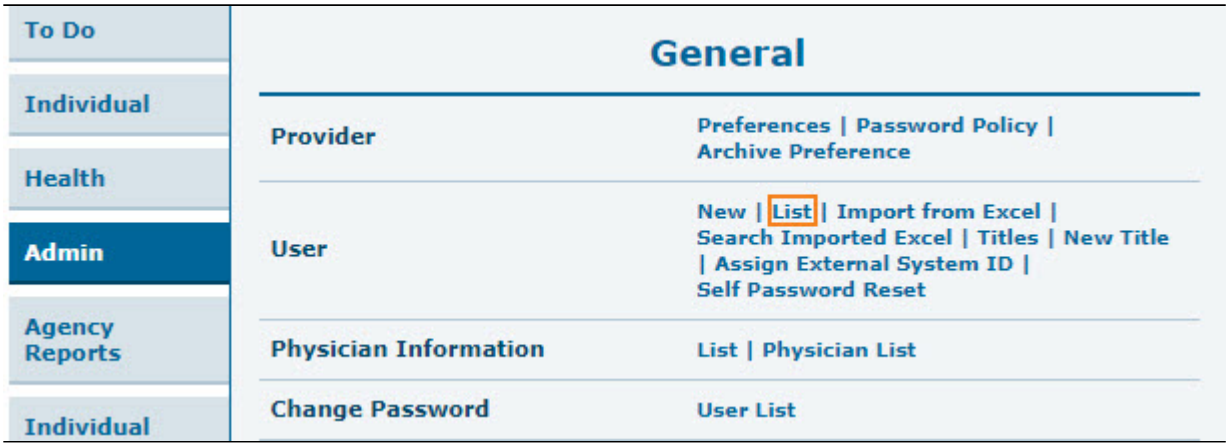
Sasisha Taarifa Za Mtumiaji

Watumiaji waliopewa jukumu la **Administrative** wanaweza kuona na kuhariri taarifa za mtumiaji.

1. bonyeza kwenye kiungo cha **List(orodha)** pembeni na chaguo la **user (mtumiaji)** kwenye tabu ya Admin.



2. Chagua **User (mtumiaji)** kutoka kwenye ukurasa wa **User List (orodha ya mtumiaji)**

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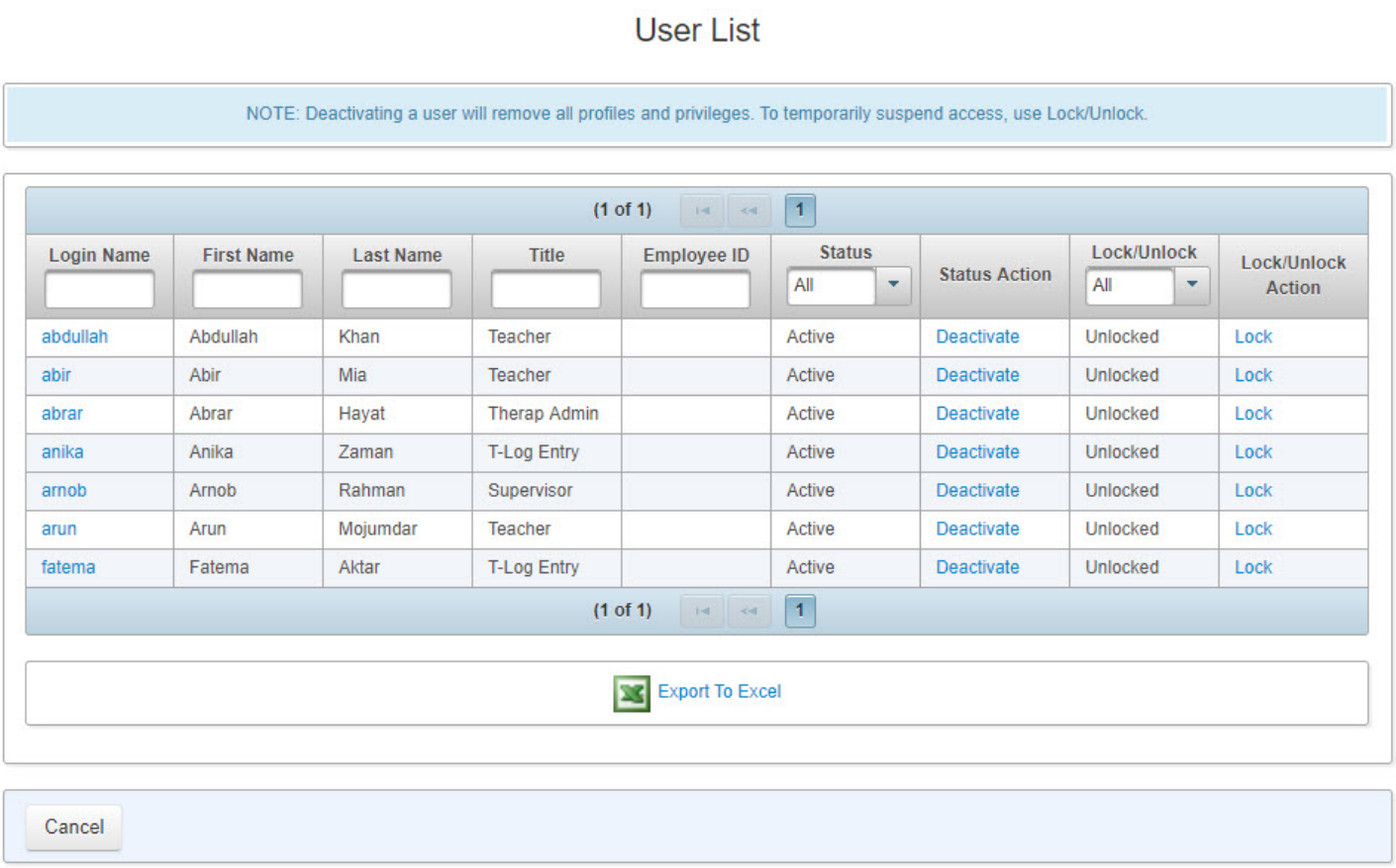

3. Kiboksi cha chaguzi za utaftaji pia zinapatikana kwa kutafuta **mtumiaji,** kwa kujaza maeneo yoyote ya wazi : Login Name, First Name n.k.

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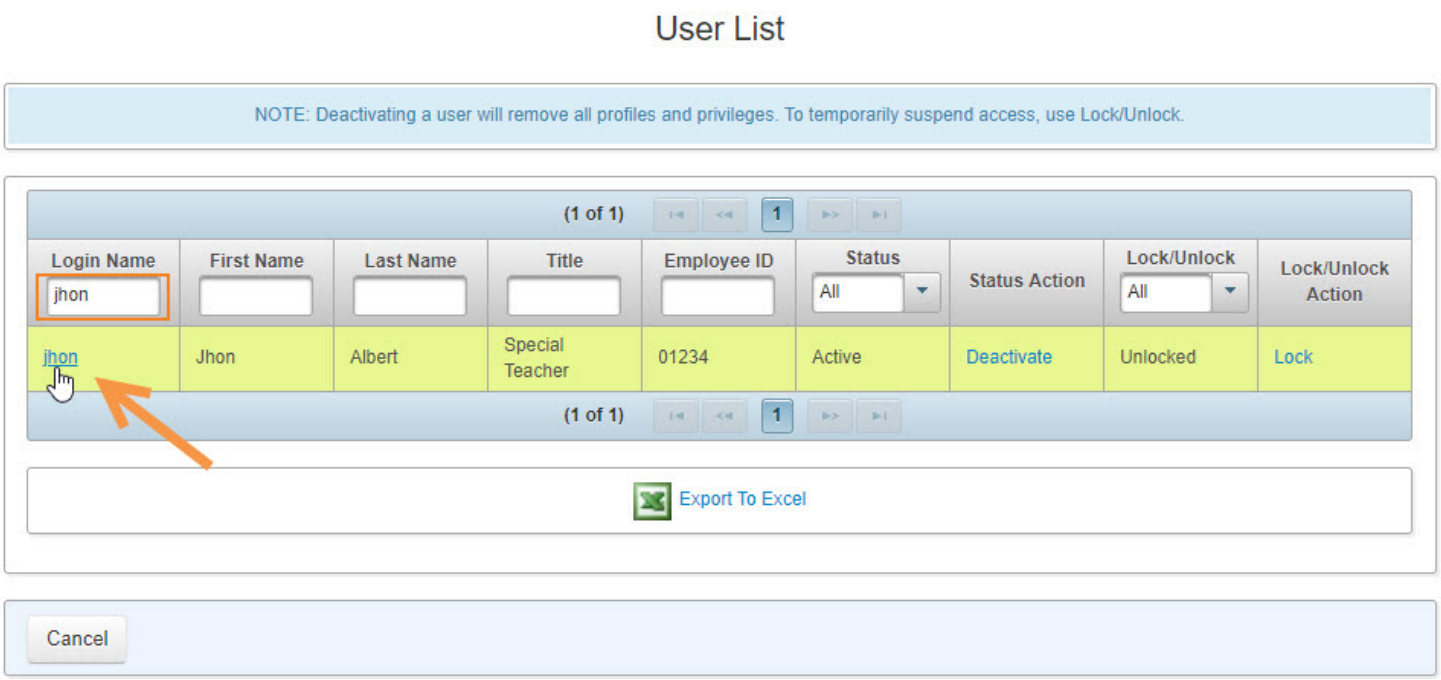

Bonyeza kwenye kiboksi cha **Login Name (jina la kuingia)** la mtumiaji ili kuangalia taarifa.

4. Kwenye ukurasa wa **Update User Information (sasisha taarifa za mtumiaji),** akaunti ya mtumiaji na eneo la taarifa za muajiri zinaweza kuharirwa.

Kumbuka: Watumiaji hawataweza kuhariri sehemu za **User Initials, Login Name, Status** na **Self Enroll Account.**

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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 Information

* 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

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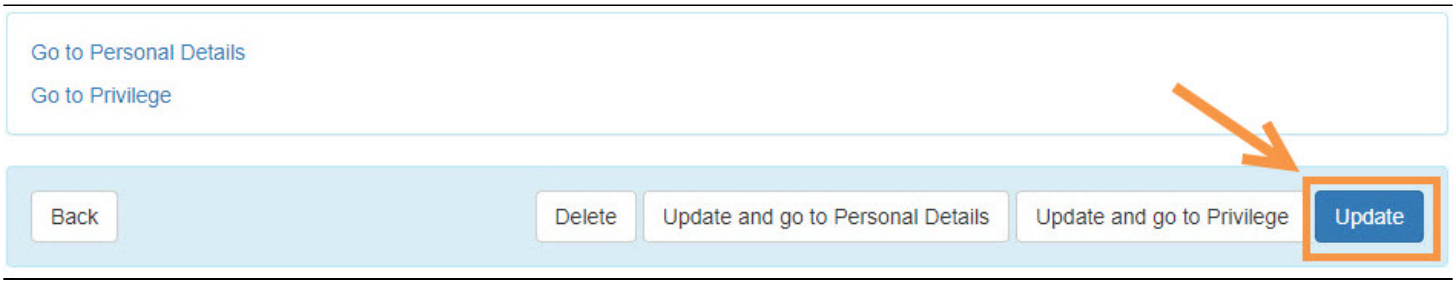
5. Bonyeza kwenye kiungo cha **Go To Personal Details (enda kwenye taarifa binafsi)** au kwenye kitufe cha **Update and go to Personal Details/sasisha na enda kwenye taarifa binafsi** (kama mabadiliko yoyote yalifanywa) ili kuhamia kwenye ukurasa wa **Personal Details/taarifa binafsi.**



Kama taarifa muhimu zimesha sasishwa,bonyeza kwenye kitufe cha **Update/sasisha.**

6. Kwenye ukurasa wa **Personal Details/ taarifa binafsi** za **mtumiaji,**taarifa binafsi za mtumiaji na taarifa zingine za mawasiliano zinaweza kuhaririwa.

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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

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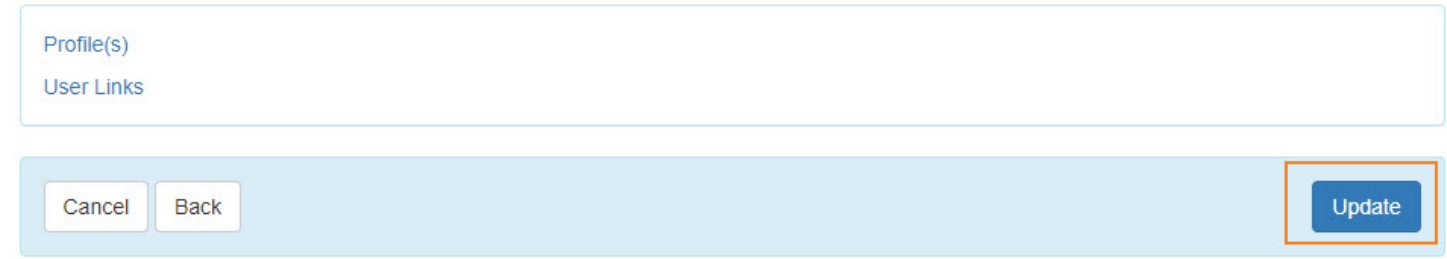
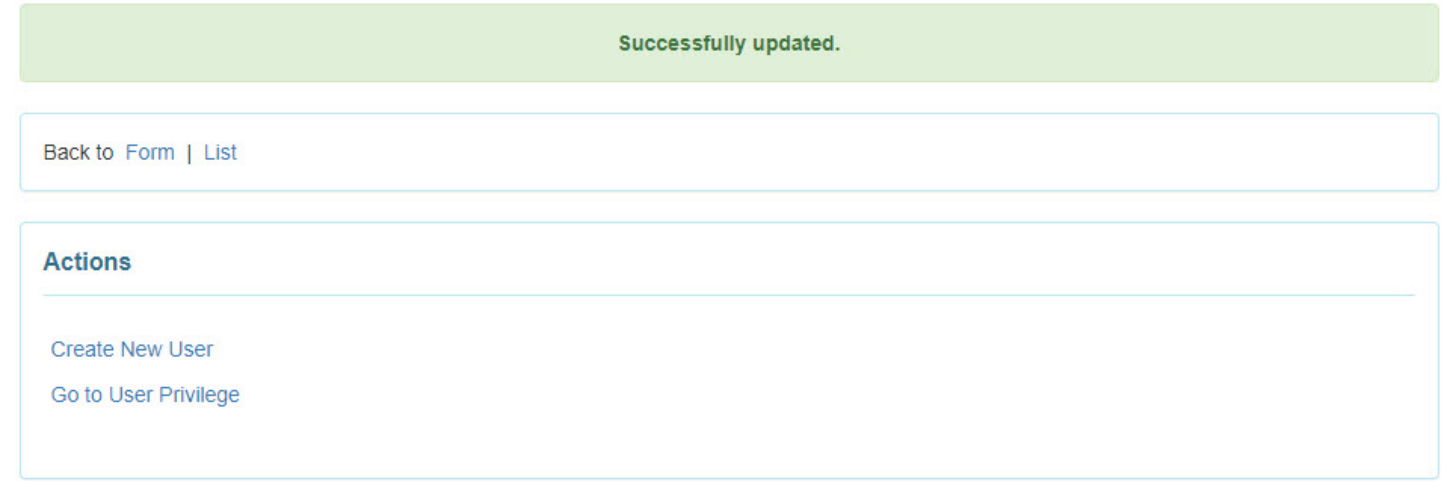
7. Baada ya kusasiha taarifa za mtumiaji,bonyeza kwenye kitufe cha **Update/Sasisha** kuhifadhi mabadiliko yoyote.



8. Baada ya kubonyeza kwenye kitufe cha **Update/sahihisha,**ujumbe wa mafanikio kwenye kusasisha taarifa utaonekana.



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