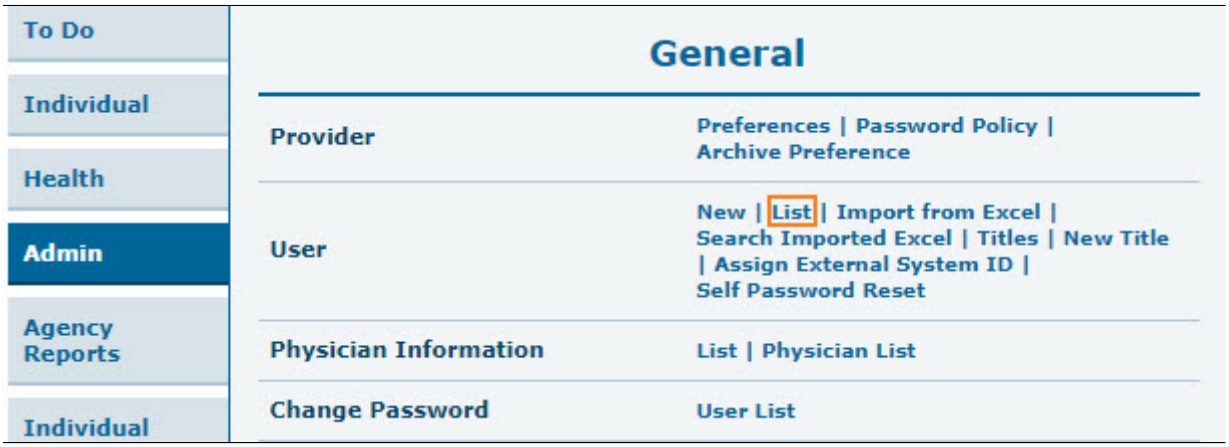
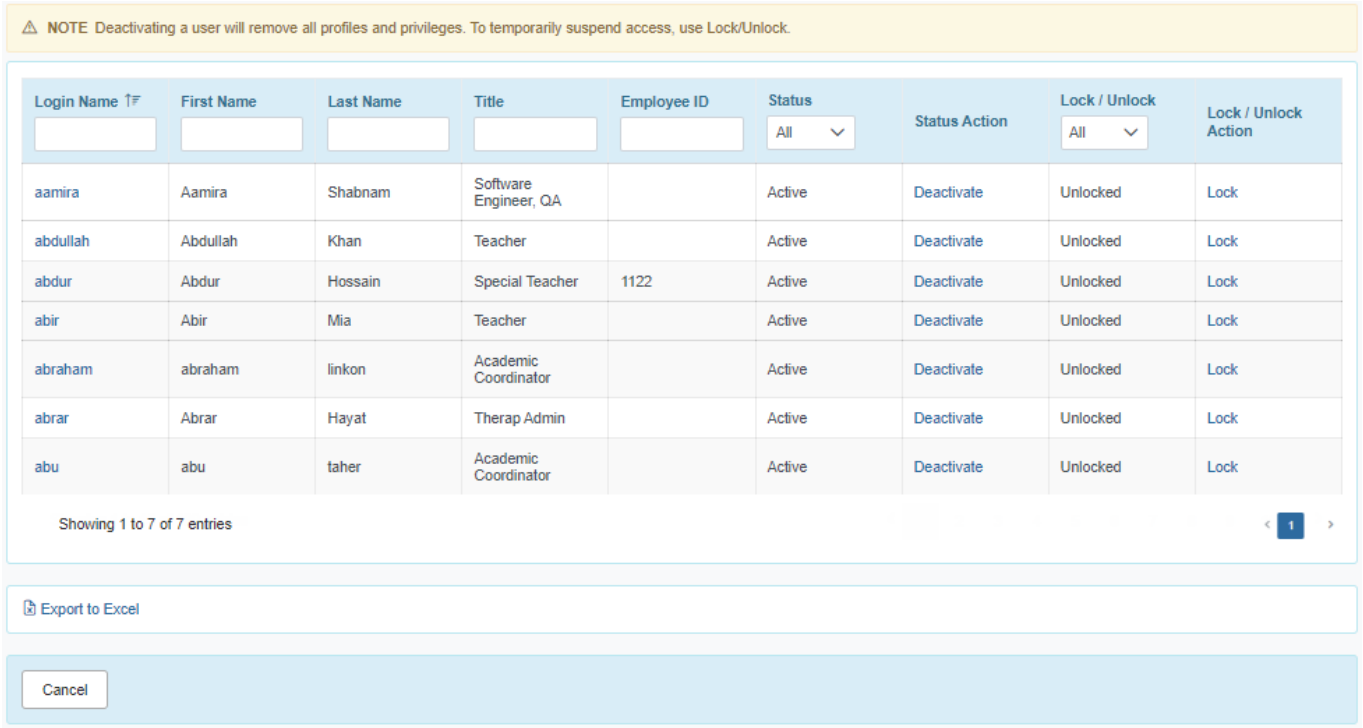
Sasisha Taarifa Za Mtumiaji

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

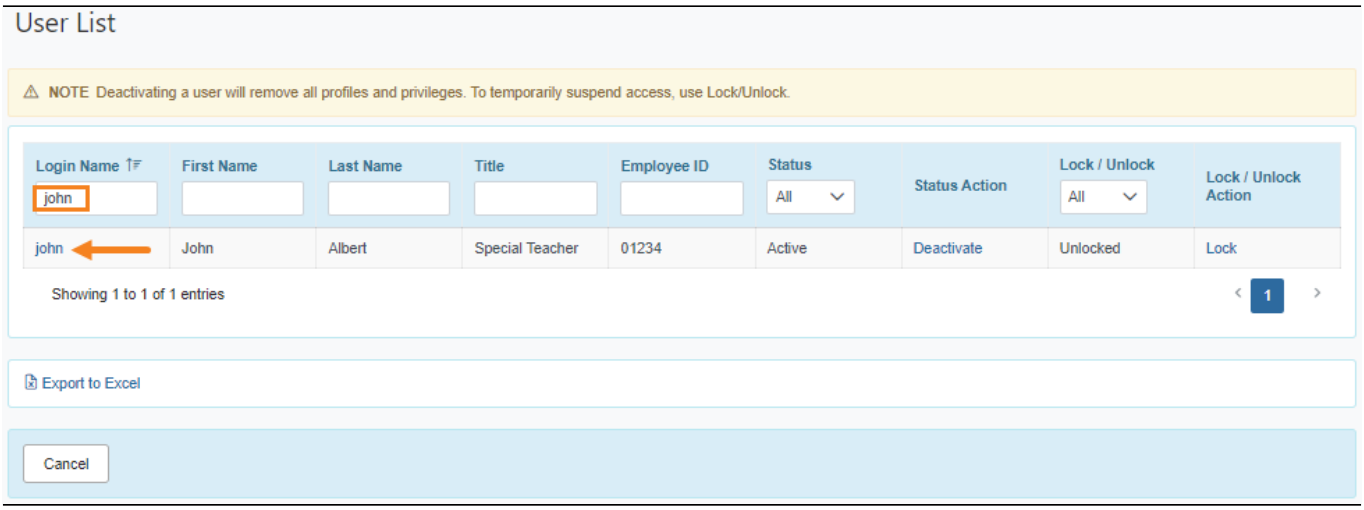
1. bonyeza kwenye kiungo cha **List(orodha)** pembeni na chaguo la **user (mtumiaji)** kwenye tabu ya Admin.



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



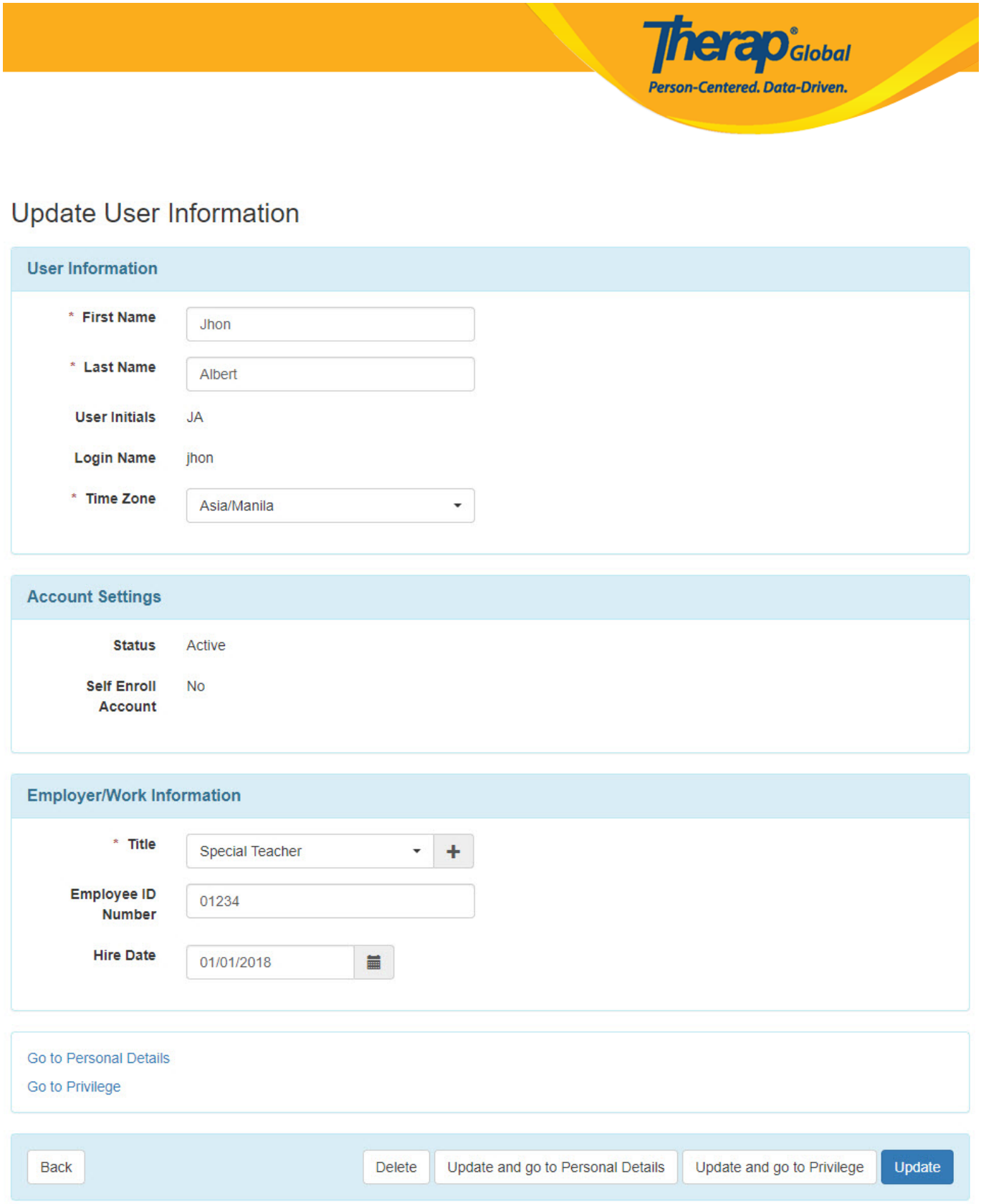
3. Kiboksi cha chaguzi za utaftaji pia zinapatikana kwa kutafuta **mtumiaji,** kwa kujaza maeneo yoyote ya wazi : Login Name, First Name n.k.



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

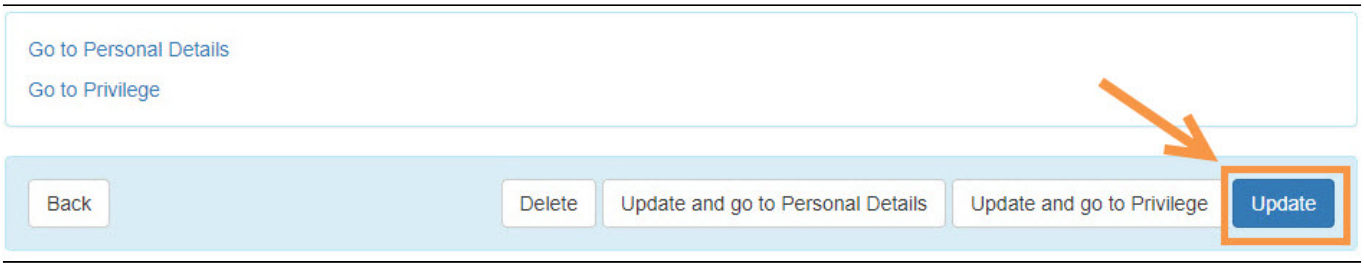
4. Kwenye ukurasa wa **Update User Information (sasisha taarifa za mtumiaji),** akaunti ya mtumiaji na eneo la taarifa za muajiri zinaweza kuharirwa.

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



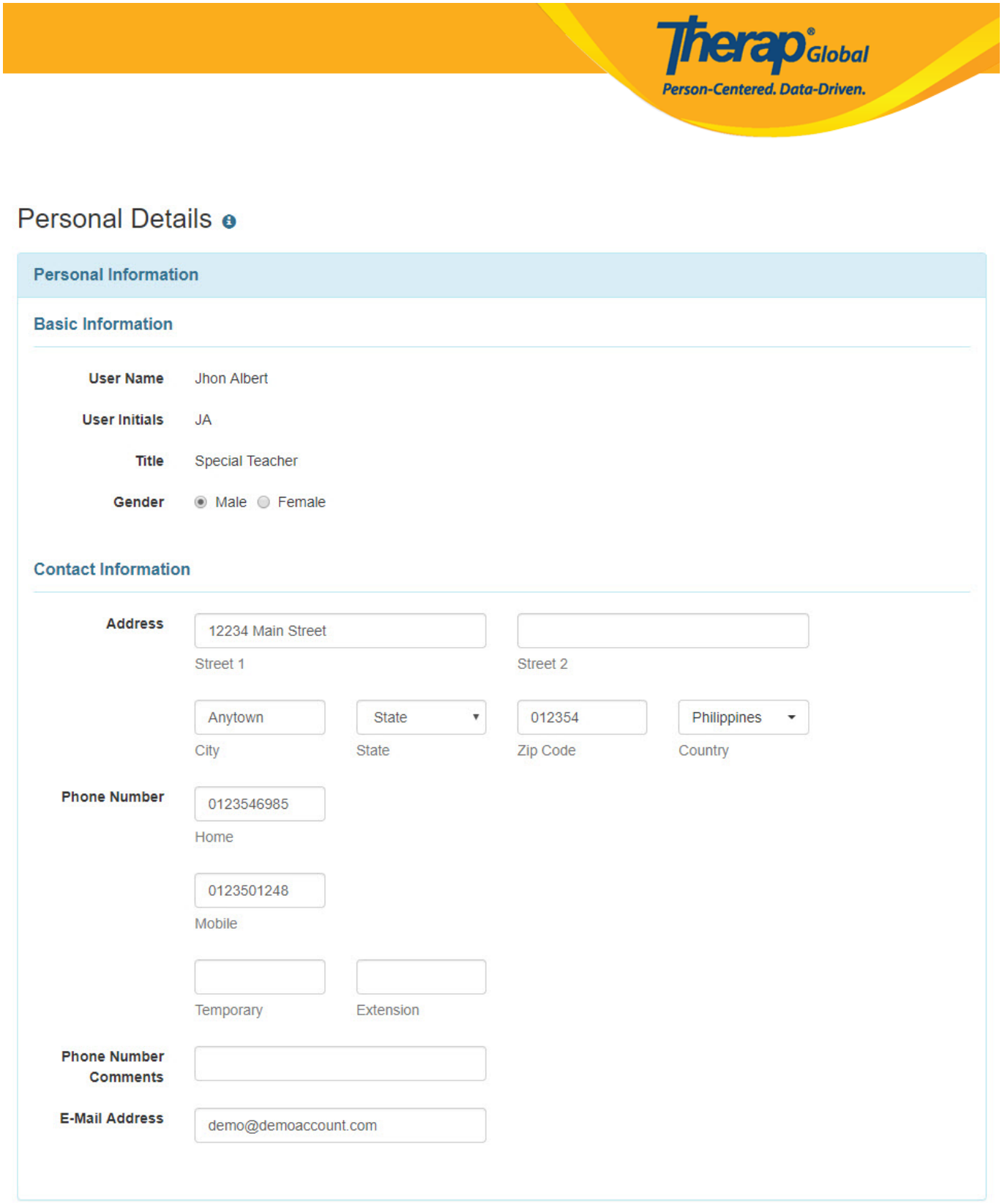
5. Bonyeza kwenye kiungo cha **Go To Personal Details (enda kwenye taarifa**

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.**

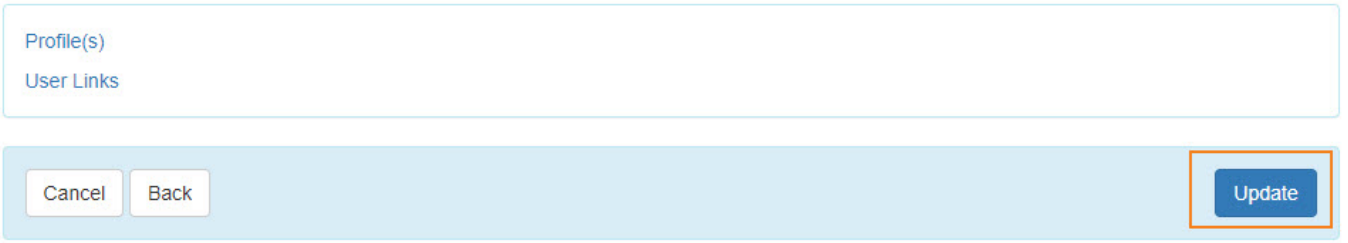
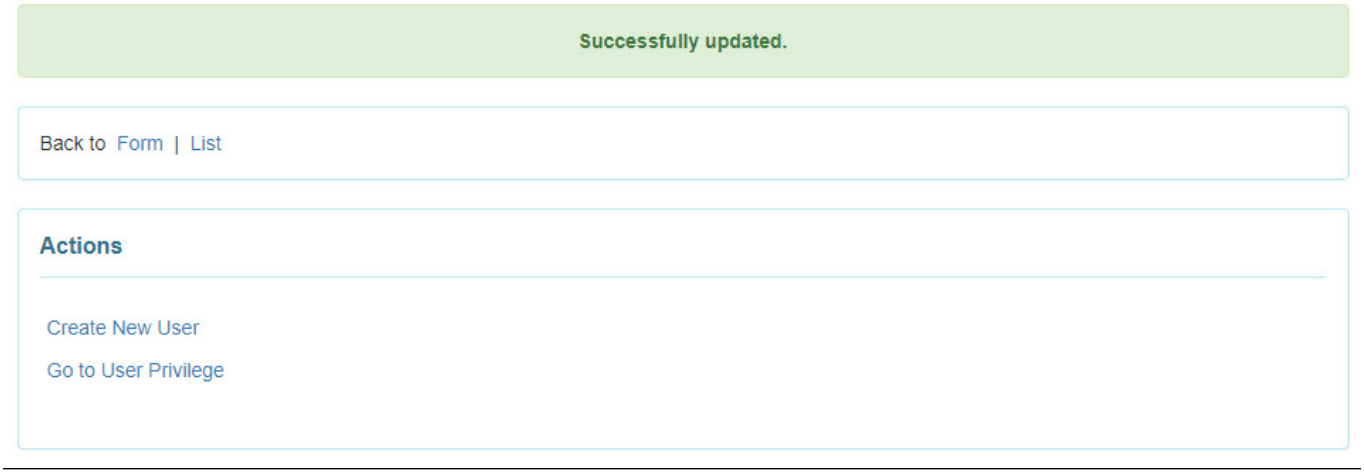


Kama taarifa muhimu zimesha sasishwa,bonyeza kwenye kitufe cha **Update/sasisha.**

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



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.