

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.

To Do	<div>General</div> <hr/> <div> <div>Provider</div> <div> Preferences Password Policy Archive Preference </div> </div> <hr/> <div> <div>User</div> <div> New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset </div> </div> <hr/> <div> <div>Physician Information</div> <div>List Physician List</div> </div> <hr/> <div> <div>Change Password</div> <div>User List</div> </div>	
Individual		
Health		
Admin		
Agency Reports		
Individual		

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

⚠ 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▾		All ▾	
aamira	Aamira	Shabnam	Software Engineer, QA		Active	Deactivate	Unlocked	Lock
abdullah	Abdullah	Khan	Teacher		Active	Deactivate	Unlocked	Lock
abdur	Abdur	Hossain	Special Teacher	1122	Active	Deactivate	Unlocked	Lock
abir	Abir	Mia	Teacher		Active	Deactivate	Unlocked	Lock
abraham	abraham	linkon	Academic Coordinator		Active	Deactivate	Unlocked	Lock
abrar	Abrar	Hayat	Therap Admin		Active	Deactivate	Unlocked	Lock
abu	abu	taher	Academic Coordinator		Active	Deactivate	Unlocked	Lock

Showing 1 to 7 of 7 entries

< 1 >

Export to Excel

Cancel

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

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
<input type="text" value="john"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▾		All ▾	
john ←	John	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock

Showing 1 to 1 of 1 entries

< 1 >

Export to Excel

Cancel

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 kuhaririwa.

Kumbuka: Watumiaji hawataweza kuhariri sehemu za **User Initials, Login Name, Status** na **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 data-bbox="726 1272 762 1317" type="button" value="+"/>
Employee ID Number	<input type="text" value="01234"/>
Hire Date	<input type="text" value="01/01/2018"/> <input data-bbox="619 1429 655 1473" type="button" value="Calendar"/>

[Go to Personal Details](#)
[Go to Privilege](#)

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**.

[Go to Personal Details](#)
[Go to Privilege](#)

BackDeleteUpdate and go to Personal DetailsUpdate and go to PrivilegeUpdate

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.

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

Profile(s)
User Links

Cancel Back

Update

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

Successfully updated.

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Actions

[Create New User](#)
[Go to User Privilege](#)