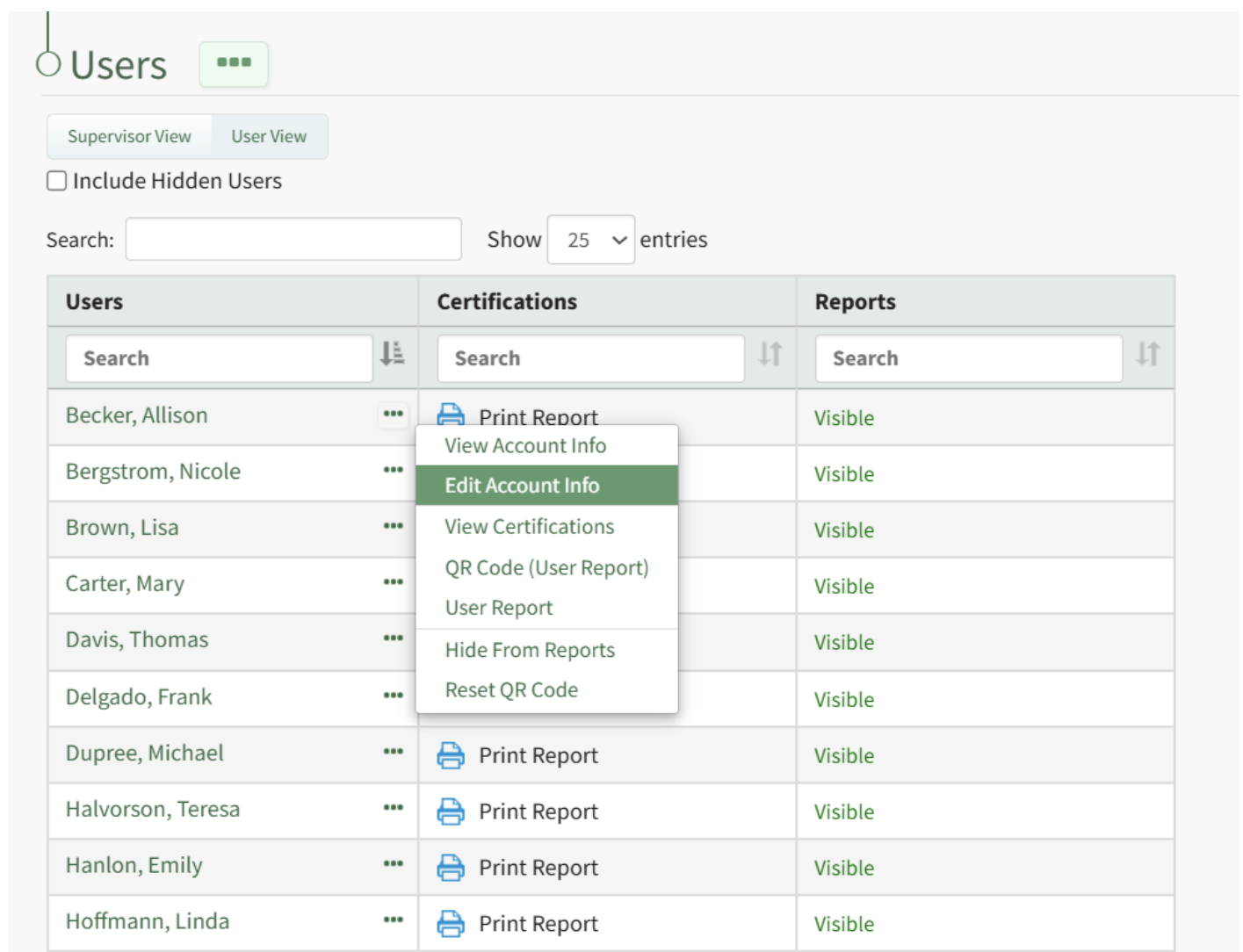


Edit a Supervised User's Account Information from the People Module

To edit a supervised user's account information from within the People Module, open the Users Page in the People Module on the Main Menu. Click the three-dot icon to the right of the specific user whose account information you wish to edit, opening the Users Table Context Menu.



The screenshot shows the 'Users' page in the People Module. At the top, there is a search bar and a 'Show 25 entries' dropdown. Below this is a table with three columns: 'Users', 'Certifications', and 'Reports'. The 'Users' column contains a list of names and a three-dot menu icon for each. The 'Certifications' column contains a search bar and a list of actions for each user. The 'Reports' column contains the word 'Visible' for each user. A context menu is open over the 'Edit Account Info' option for the user 'Bergstrom, Nicole'.

Users	Certifications	Reports
Search	Search	Search
Becker, Allison	Print Report	Visible
Bergstrom, Nicole	View Account Info	Visible
Brown, Lisa	Edit Account Info	Visible
Carter, Mary	View Certifications	Visible
Davis, Thomas	QR Code (User Report)	Visible
Delgado, Frank	User Report	Visible
Dupree, Michael	Hide From Reports	Visible
Halvorson, Teresa	Reset QR Code	Visible
Hanlon, Emily	Print Report	Visible
Hoffmann, Linda	Print Report	Visible

Select "Edit Account Info" from the context menu opening the Edit Account Info Page in the Accounts Module.

Account Info **Reset Password**

Edit account info: Winston Churchill

Username *

Email


First Name *

Last Name *

Access Level(s)
Employee
Supervisor

Supervisor(s)
Troy Trainer

Certification Role(s)
Curl Central Admin
Curl Central General
JF General
JF Trainers

User Photo

x photo.jpg (1 MB)

Home Page

Employee ID

Phone

Address 1

Address 2

Regional Manager(s) * + Add Regional Manager(s)


Regional VP *

Make the desired changes to the user's account information and select the "Save" button when done.

Accounts Accounts > Winston Churchill > Account Info

Account Info **Reset Password**

Account info: Winston Churchill ***

Username	wchurchill	
Email	wchurchill@gmail.com	
First Name	Winston	
Last Name	Churchill	
Home Page		
Employee ID		
Phone		
Address 1		
Address 2		
Regional Manager(s)	mthatcher@gmail.com	
Regional VP	queenelizabeth@gmail.com	

Comments

Add Comment Channel

The updated information now shows on the user's Account Info Page.

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