

Edit User

1. Click on the “Users” icon on the toolbar in the map view
2. Select the user to be edited and click on “Edit”
3. Make the desired changes
4. Click on “Save”

1

Users

Search: Page size: 20

Username	First Name	Last Name	Address	Phone	Cell Phone	Email	Group	Company	Actions
an22	An	Nguyen	9031 Timothy Lane	7141111111	7145532029	nhu-an@norfolkgroup.com.vn	Mercury	Mercury	
an1973	An	Nguyen	aa	7145532029	7145532029	nguyenthuynguan@gmail.com	Nguyen Bui	Mercury	

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Edit User

Asterisk * indicates a required field

First Name * Last Name Birth Date

Street Address Country

City State/Province Zip Code

Email * Phone * Cell Phone *

Start Page Unit System

Time Zone Daylight Saving ☐ Payment Reminder

3

Username Password

User Role

4

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