

# 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:  Search Page size: 20 ▼

Add New User

Username	First Name	Last Name	Address	Phone	CellPhone	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	nguyenthuyhuan@gmail.com	Nguyen Bui	Mercury	

2

**Edit User**

Asterisk \* indicates a required field

First Name\*

Street Address

City

Email\*

Start Page Map ▼

Username

User Role QA Testing (Please do not delete) ▼

Last Name

Country USA ▼

State/Province California ▼

Phone\*

Unit System Imperial ▼

Daylight Saving EASTERN ▼

Password

Birth Date

Zip Code

Cell Phone\*  Alltel ▼

☐ Payment Reminder

3

Cancel
Save

4