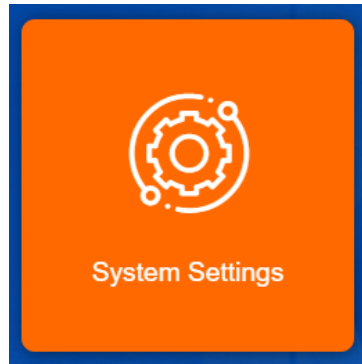
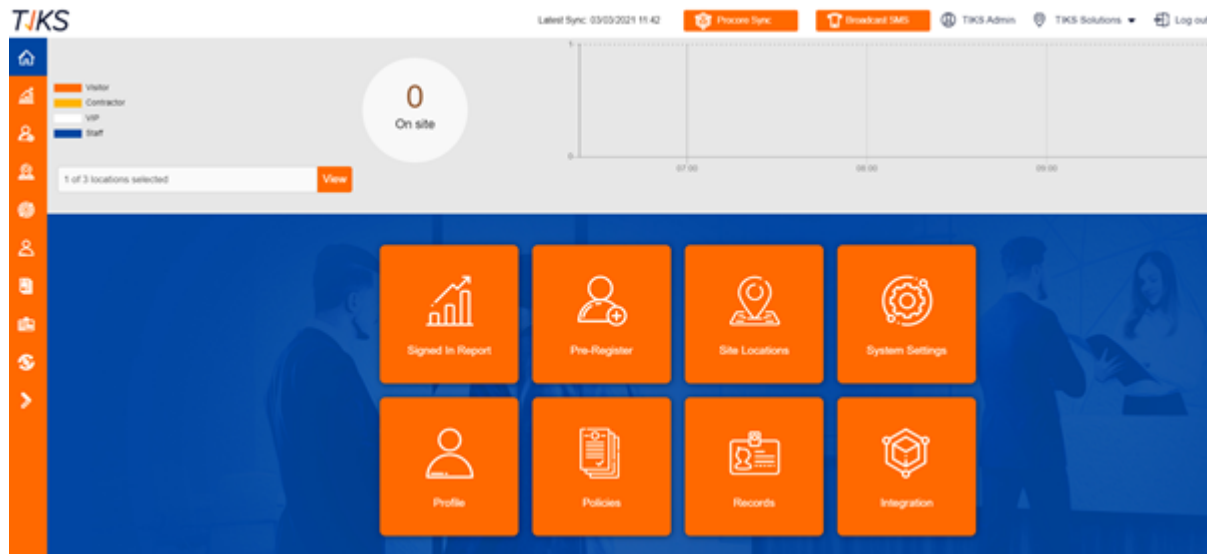


How do I edit a system user?

From the Admin Dashboard, click the System Settings tile.



Then click the "System Users" tile.



Go to the System users name and in the far right “Action” column there is an “Edit User” button. Click this button to edit a user.

System Users

Full Name

1 of 3 locations selected

Email

+61

Phone

Choose a role

Bulk Import

View Matrix

Register

Name	Email	Phone	Location	Permission Level	Member Since	Action
TIKS Admin	support@tiks.com.au	59306	TIKS Office [Default]	Level 1 Admin	30/11/0001	
	@tiks.com.au	-	TIKS Office [Default]	Level 1 Admin	20/04/2021	<div><div>Edit User</div><div>Reset Login</div><div>Delete User</div></div>

Revision #1
Created 3 years ago by Admin
Updated 3 years ago by Admin