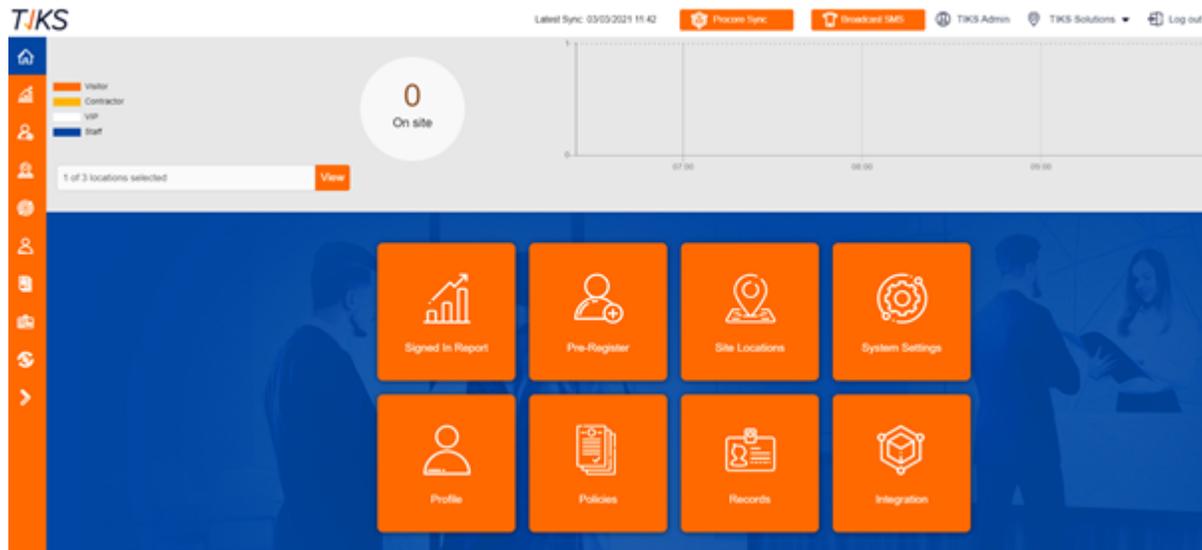
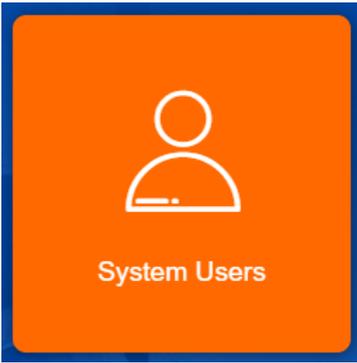


How do I edit a system user?

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 Email +61 Phone Choose a role

1 of 3 locations selected 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	Edit User Resend Login Delete User

Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)