

Deactivate User Profile

To deactivate a user profile, complete the following steps:

≡ Users

?

CONFIGURE USER ROLES

Q

Search

Users

User Name	Edit Users
Learn Er	<div>EDIT USER</div>
Bob Smith	<div>EDIT USER</div>
Dry Ver	<div>1<div>EDIT USER</div></div>
Cly Yent	<div>EDIT USER</div>
ad min	<div>EDIT USER</div>

Number	Name	Description
1	Edit User button	Click on this button to edit the user.

The following screen will appear where the admin can edit the user’s profile or deactivate them:

≡ Edit User Profile

?

Full Name

Dry Ver

Phone Number

0624868565

Email Address

dryver@gmail.com

1

DEACTIVATE

CANEL

Edit User Profile

To edit a user profile, complete the following steps:

Users

CONFIGURE USER ROLES

Search

Users

User Name	Edit Users
Learn Er	<div>EDIT USER</div>
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Number	Name	Description
1	Edit User button	Click on this button to edit the user.

The following screen will appear where the admin can edit the user’s profile:

Edit User Profile

1

Full Name

Dry Ver

2

Phone Number

0624868565

3

Email Address

dryver@gmail.com

4

SAVE

DEACTIVATE

CANEL

Number	Name	Description
1	Full Name	Insert the user’s full name.
2	Phone Number	Insert the user’s phone number.
3	Email Address	Insert the user’s email address.
4	Save button	Click on this button save any changes made to the user. An alert will appear to confirm that the admin wishes to save the applied changes to the user:

		<div><div><div><div><div><div>Alert!</div><div>User</div><div>Are you sure you want to edit the user details</div><div><div>CANCEL</div><div>CONFIRM</div></div></div></div></div></div><div><div>Click on the "CONFIRM" button.</div><div>The following success notification is displayed when the changes to the user has been saved:</div></div><div><div>User</div><div>The user was updated successfully!</div></div></div>	
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