Deactivate User Profile

To deactivate a user profile, complete the following steps:
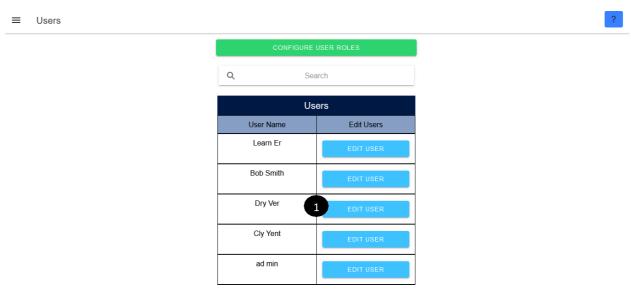

Number	Name	Description
1	Edit User button	Click on this button to edit the user.

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

Edit User Profile

To edit a user profile, complete the following steps:

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:

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:

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