

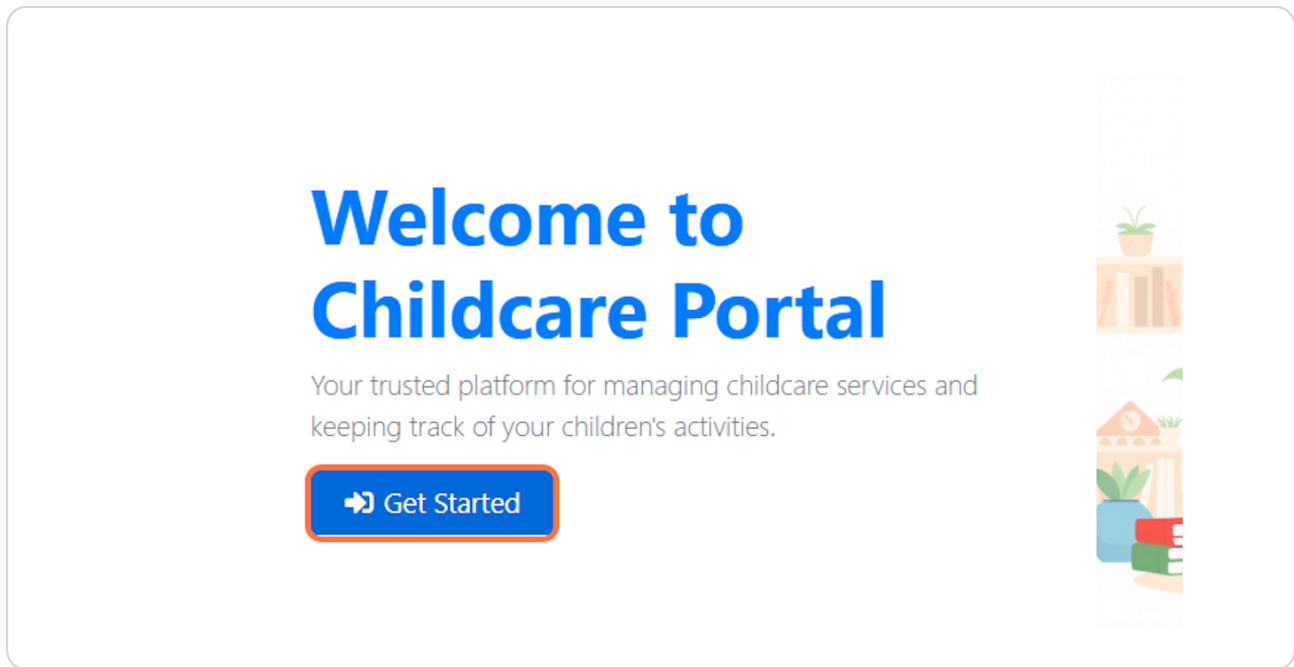
Manual de usuario "Gestionar información"

16 Steps [View most recent version on Tango.ai](#) 

Created by	Creation Date	Last Updated
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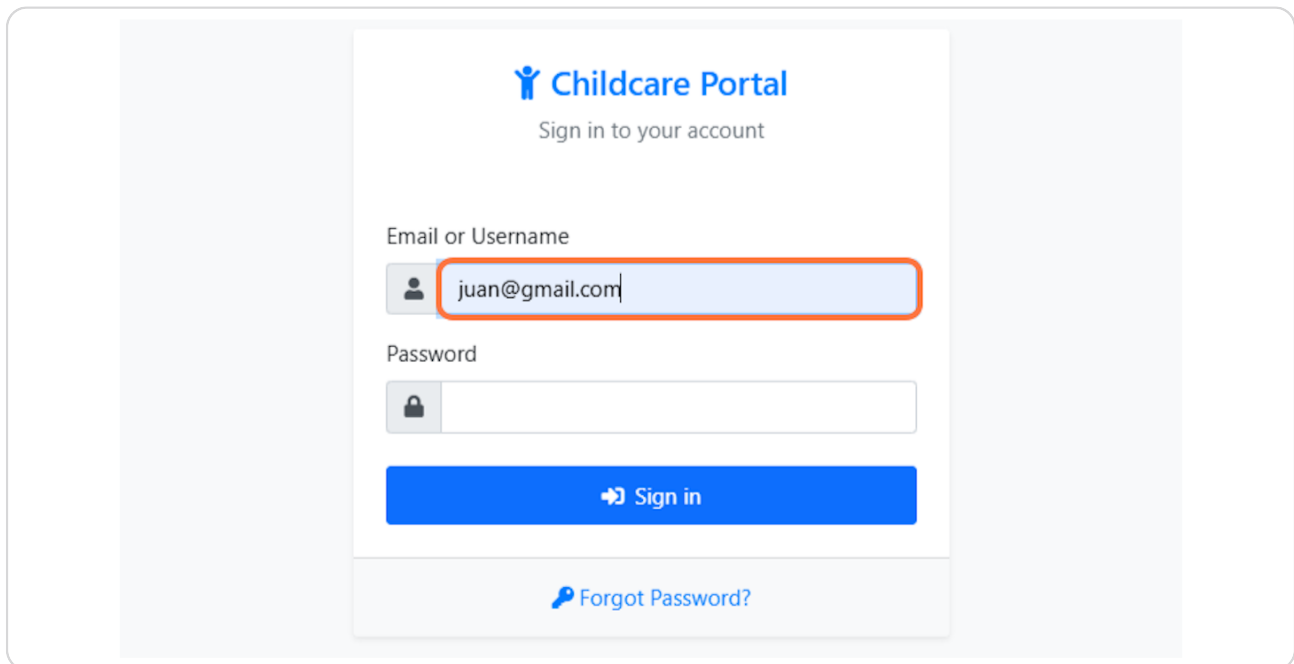
STEP 1

Click en Get Started



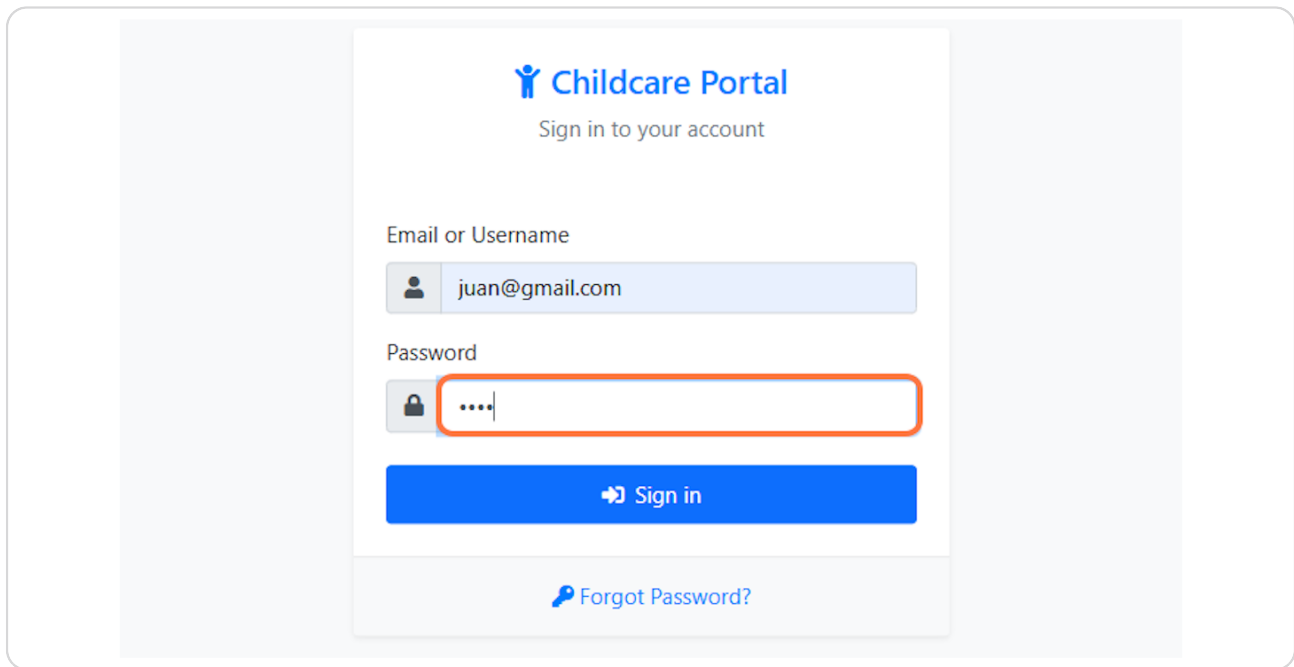
STEP 2

Escribir correo electrónico o usuario



STEP 3

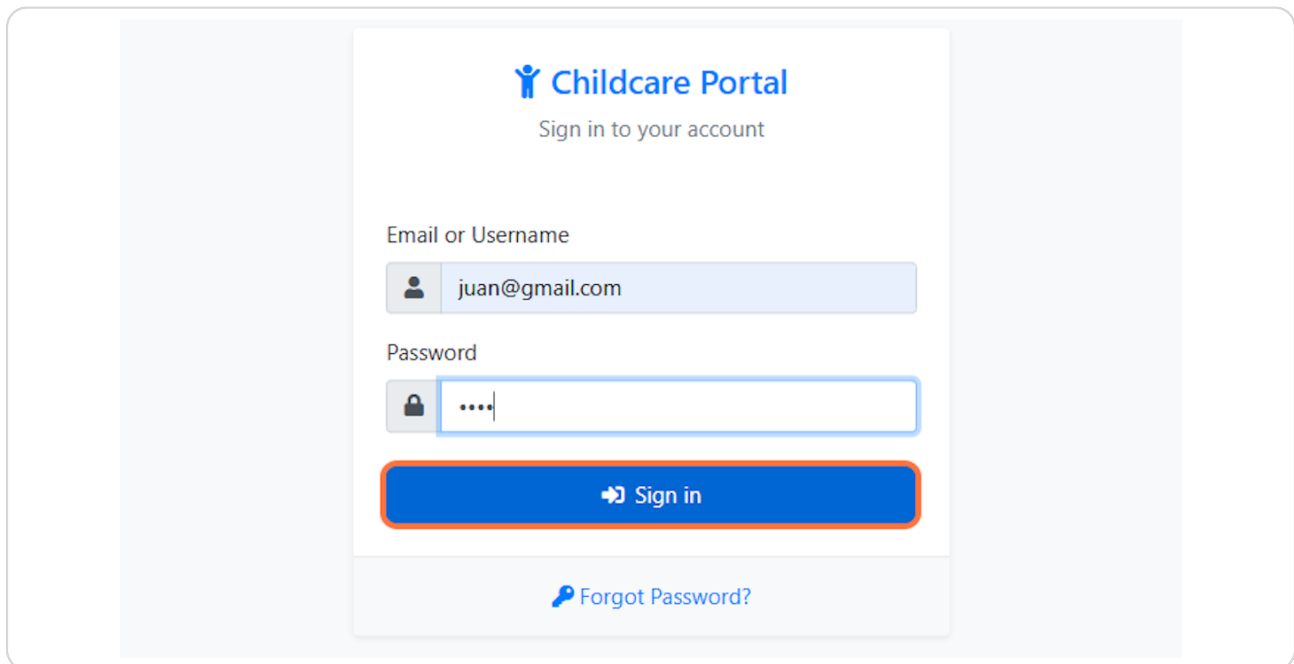
Escribir contraseña



The image shows a login form for the 'Childcare Portal'. At the top, there is a blue icon of a person and the text 'Childcare Portal'. Below this is the instruction 'Sign in to your account'. The form has two input fields: 'Email or Username' with the value 'juan@gmail.com' and 'Password' with four dots. The password field is highlighted with a red border. Below the fields is a blue 'Sign in' button with a right-pointing arrow. At the bottom, there is a link 'Forgot Password?' with a key icon.

STEP 4

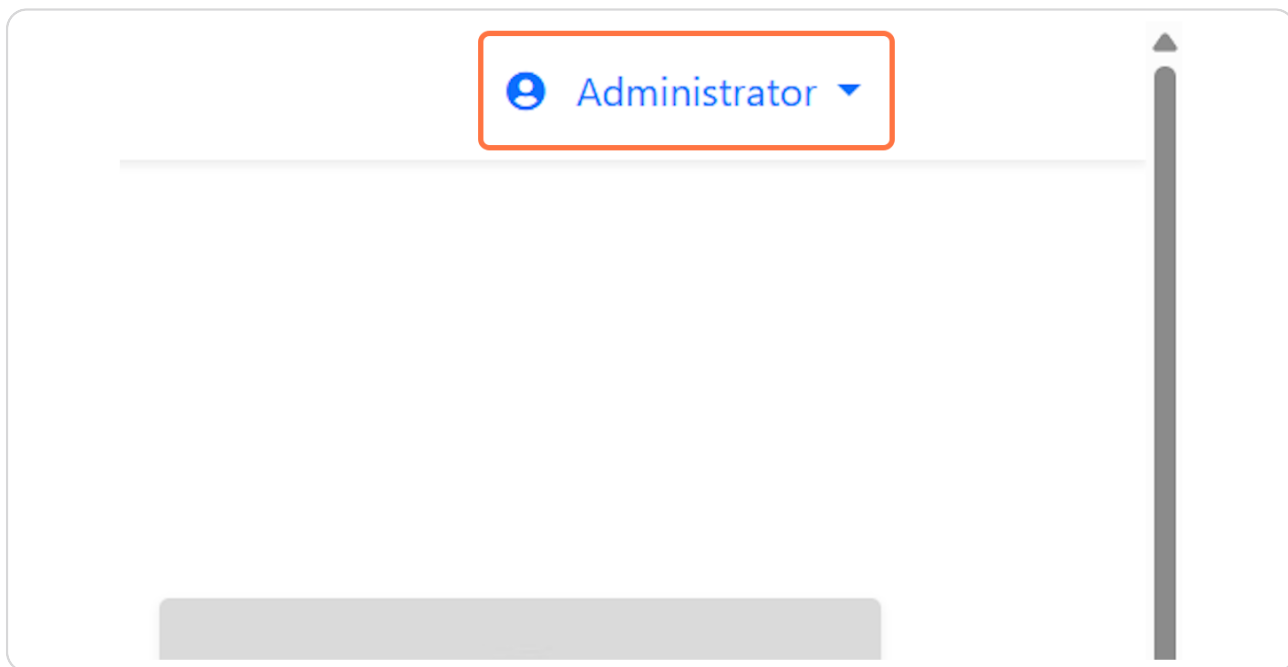
Click en Sign in



The image shows the same login form as in Step 3. In this step, the 'Sign in' button is highlighted with a red border. The other elements, including the 'Email or Username' field with 'juan@gmail.com', the 'Password' field with four dots, and the 'Forgot Password?' link, remain the same.

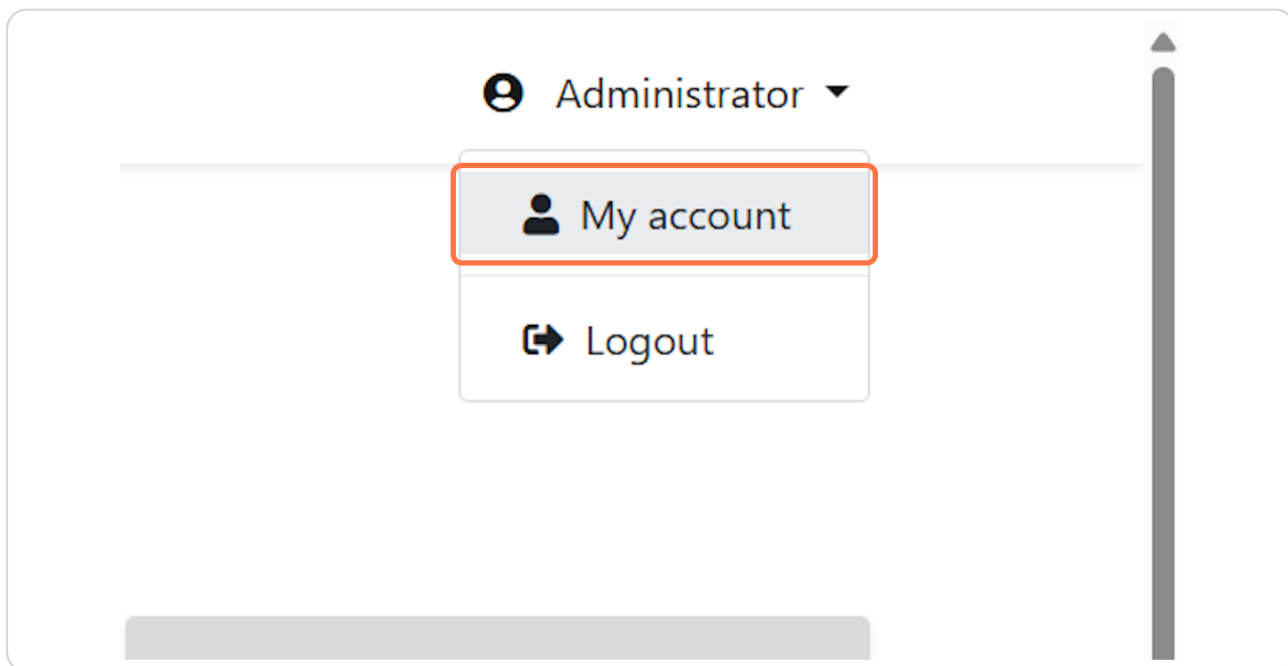
STEP 5

Click en Administrator



STEP 6

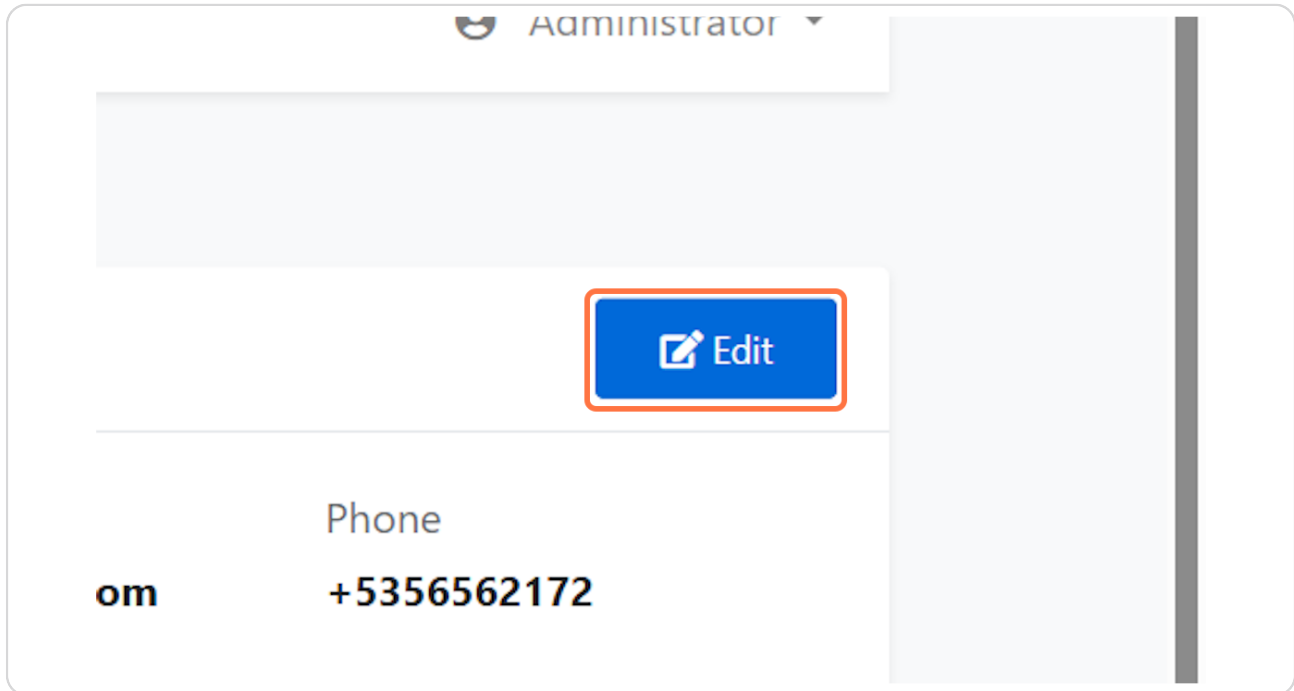
Click en My account



STEP 7

Click en Edit

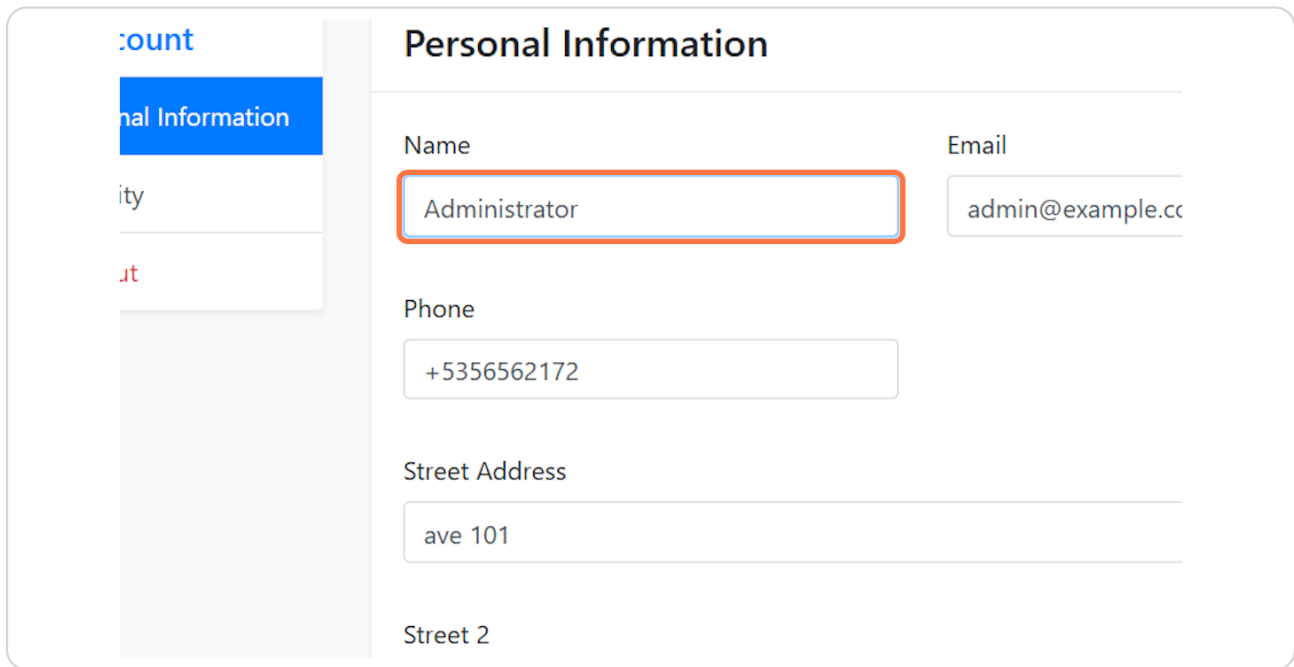
Esto lleva a la página donde se pueden esditar los campos



The screenshot shows a user profile card. At the top, there is a header with a user icon and the text "Administrator". Below this is a large, empty rectangular area. To the right of this area is a vertical grey bar. Below the large area is a blue button with a white pencil icon and the text "Edit", which is highlighted with a red rectangular border. Below the button is a horizontal line. Below the line, the word "Phone" is displayed. To the left of "Phone" is the text "om". To the right of "Phone" is the phone number "+5356562172".

STEP 8

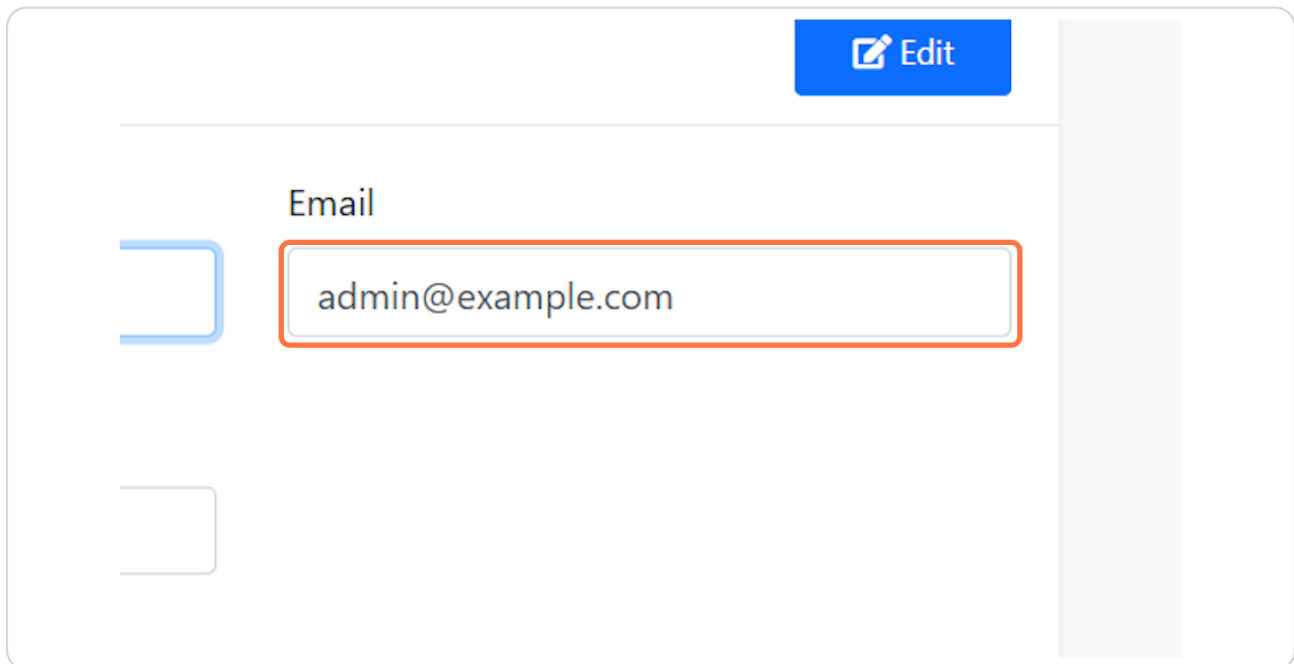
Editar el nombre en el campo "Name"



The screenshot shows a web form titled "Personal Information". On the left is a sidebar with a blue header "Personal Information" and other menu items. The main form area contains several input fields: "Name" (containing "Administrator" and highlighted with an orange border), "Email" (containing "admin@example.cc"), "Phone" (containing "+5356562172"), "Street Address" (containing "ave 101"), and "Street 2" (empty). The "Name" field is the focus of this step.

STEP 9

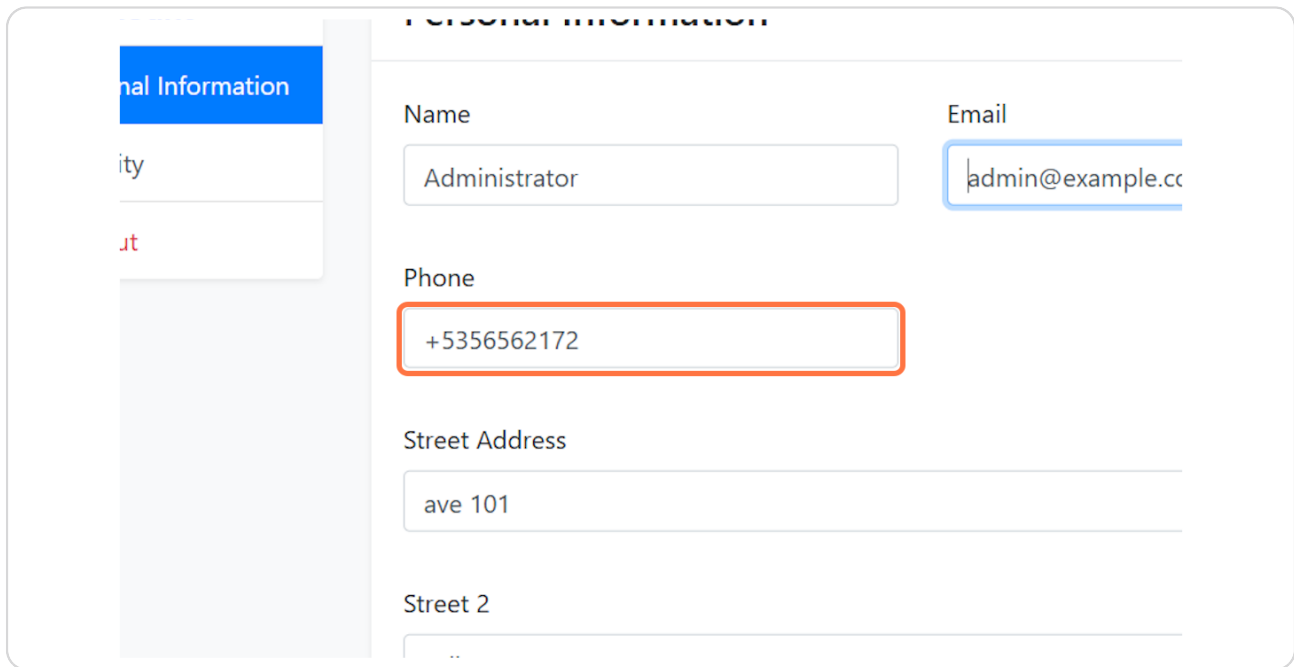
Editar el correo electrónico en el campo "Email"



This screenshot is a close-up of the "Email" field from the previous form. The field contains the text "admin@example.com" and is highlighted with an orange border. Above the field is a blue "Edit" button with a pencil icon. To the left of the field is a blue bracket-like UI element. The sidebar from the previous step is partially visible on the right.

STEP 10

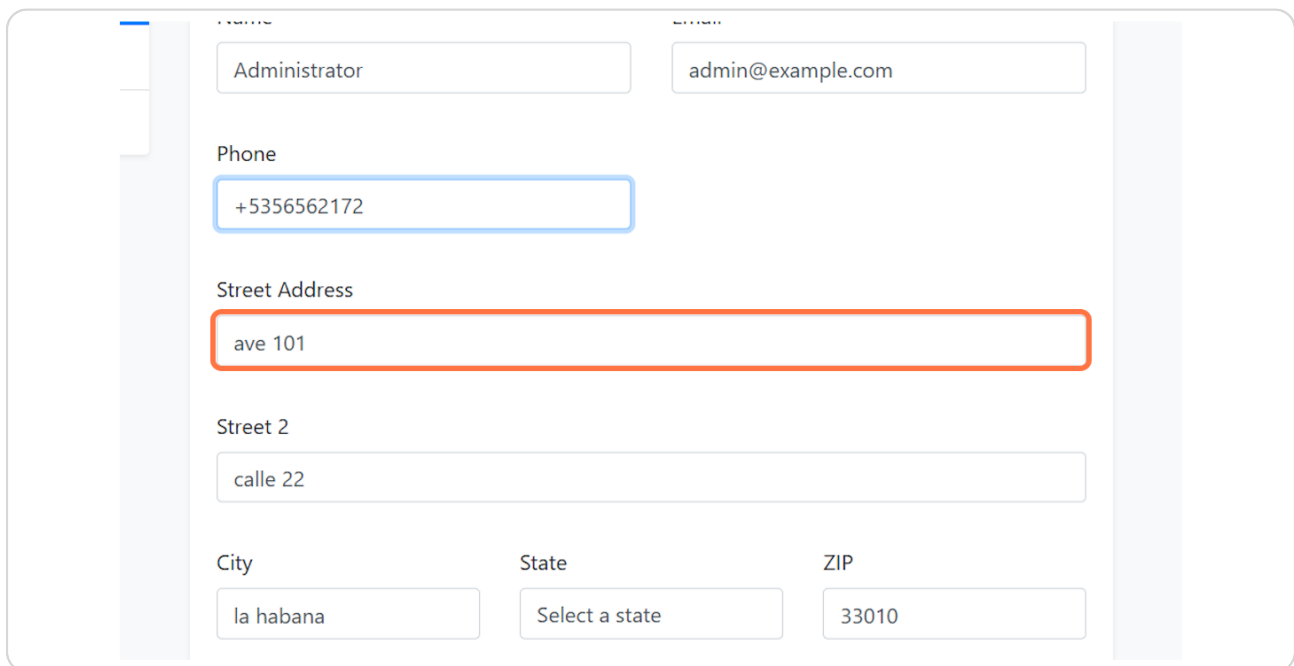
Editar el número de teléfono en el campo "Phone"



A screenshot of a user profile form titled "Personal Information". The form contains several input fields: "Name" (containing "Administrator"), "Email" (containing "admin@example.cc"), "Phone" (containing "+5356562172"), "Street Address" (containing "ave 101"), and "Street 2" (empty). The "Phone" field is highlighted with an orange border. On the left side, there is a vertical sidebar with a blue button labeled "Personal Information" and other partially visible buttons labeled "ity" and "ut".

STEP 11

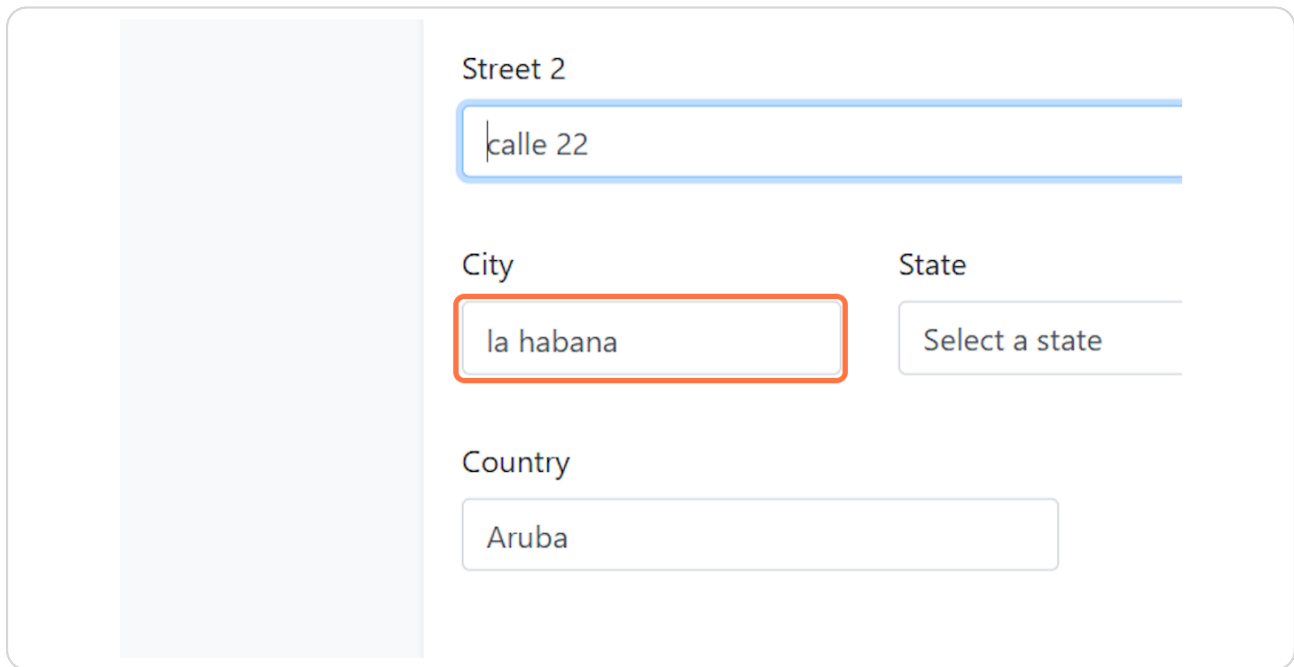
Editar la dirección en el campo "Street Address"



A screenshot of a user profile form showing the "Street Address" field highlighted with an orange border. The form includes fields for "Name" (Administrator), "Email" (admin@example.com), "Phone" (+5356562172), "Street Address" (ave 101), "Street 2" (calle 22), "City" (la habana), "State" (Select a state), and "ZIP" (33010). The "Phone" field is highlighted with a blue border. The form is flanked by vertical gray bars on both sides.

STEP 12

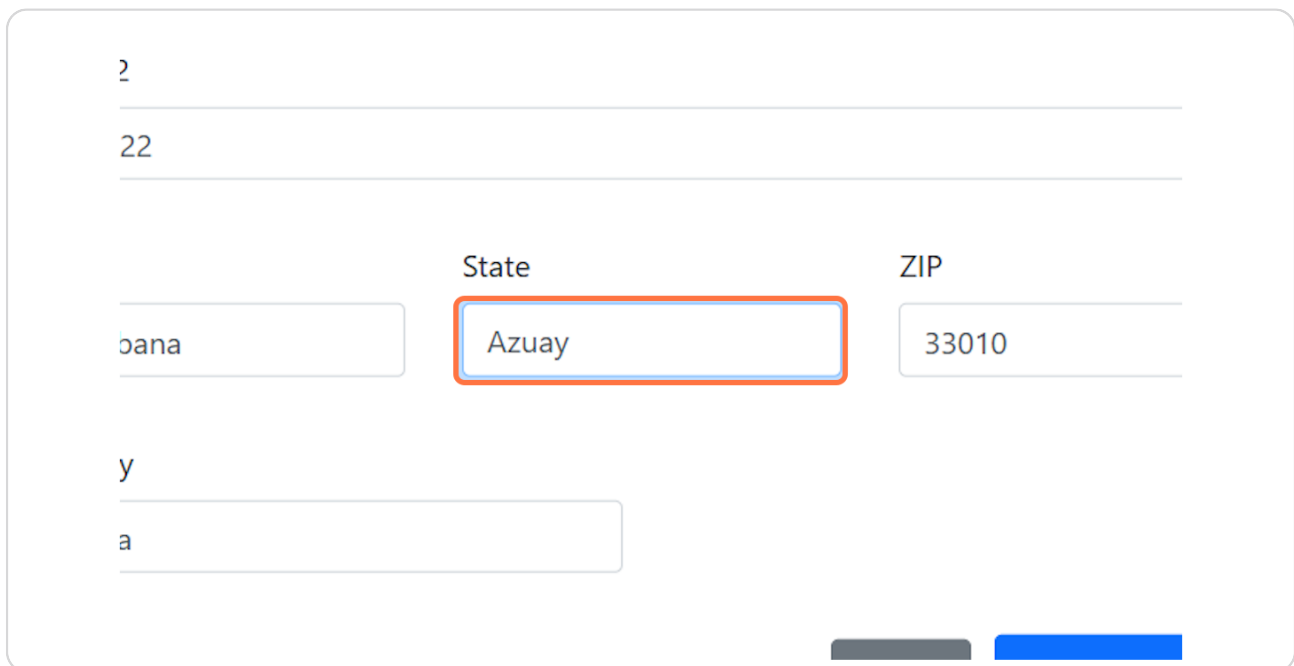
Editar la ciudad en el campo "City"



A form with a light gray background. On the left is a vertical gray bar. To its right are three input fields. The first is labeled "Street 2" and contains the text "calle 22". The second is labeled "City" and contains the text "la habana"; this field is highlighted with a red border. The third is labeled "State" and contains the text "Select a state". Below these is a field labeled "Country" containing the text "Aruba".

STEP 13

Editar el estado en el campo "State"



A form with a light gray background. It contains several input fields. The first two are on the left, one with "2" and the other with "22". Below them is a field with "ana". To the right of "ana" is a field labeled "State" containing "Azuay", which is highlighted with a red border. To the right of "Azuay" is a field labeled "ZIP" containing "33010". Below "ana" is a field with "y" and "a". At the bottom right, there are two horizontal bars, one gray and one blue.

STEP 14

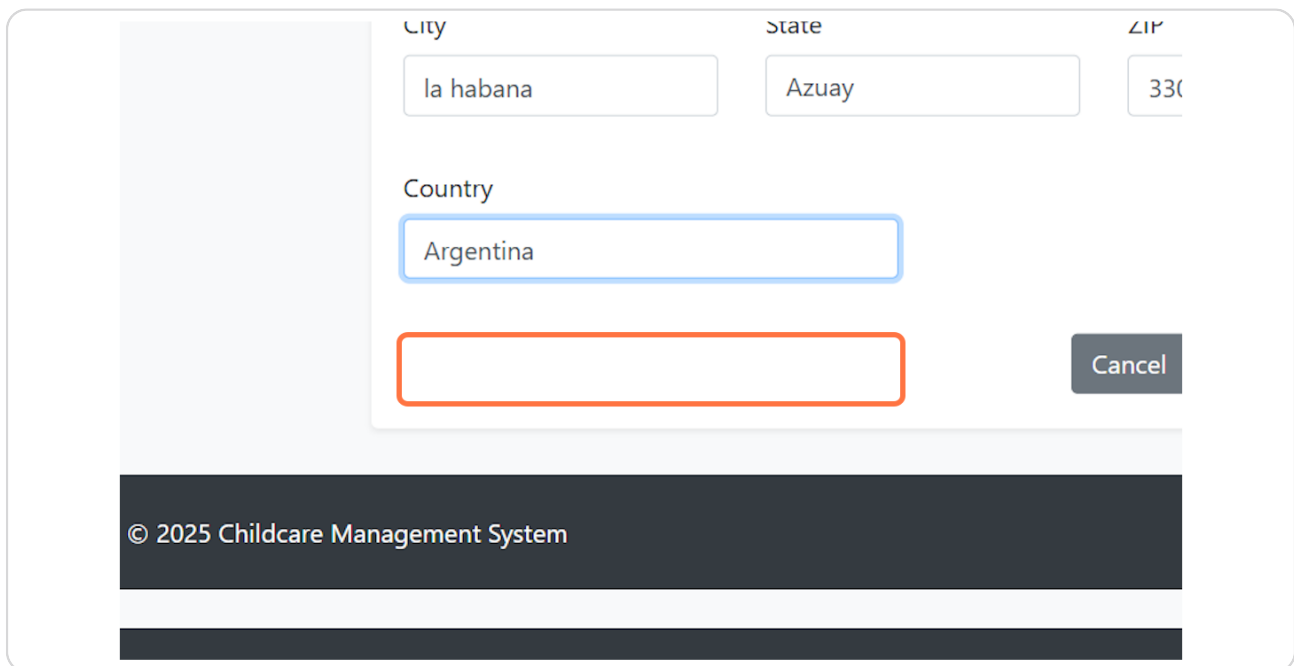
Editar la dirección postal en el campo "ZIP"



A screenshot of a form with a light gray background. At the top, there is a horizontal line. Below it, the label "ZIP" is centered. To the left of the ZIP field is a blue bracket-like icon. The ZIP field is a white rectangular box containing the text "33010", and it is highlighted with a red border. To the right of the ZIP field is a vertical gray bar.

STEP 15

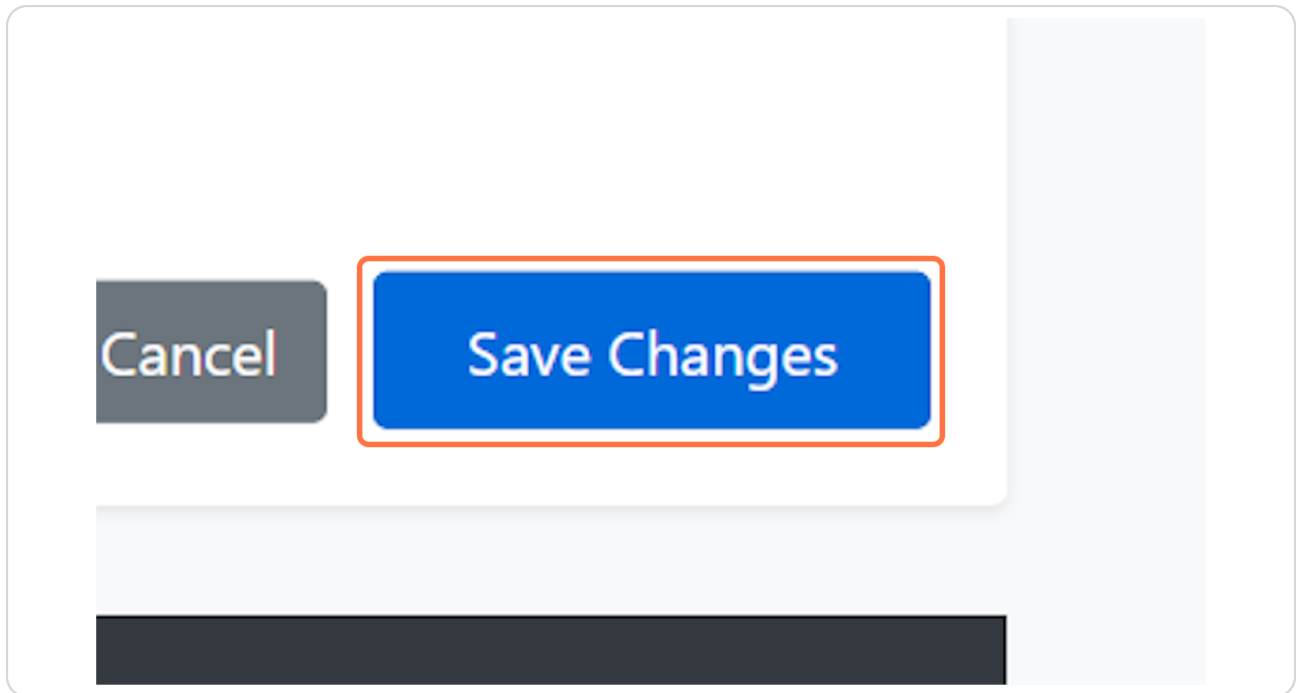
Editar el país en el campo "Country"



A screenshot of a form with a light gray background. At the top, there are three input fields: "City" with the value "la habana", "State" with the value "Azuay", and "ZIP" with the value "33010". Below these fields is the "Country" label, followed by a white input box containing the text "Argentina", which is highlighted with a blue border. Below the Country field is an empty white input box highlighted with a red border. To the right of this box is a dark gray button labeled "Cancel". At the bottom of the form, there is a dark gray footer bar containing the text "© 2025 Childcare Management System".

STEP 16

Click en Save Changes para guardar los cambios realizados



Tango

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