



Mobile Business Manage Users

Edit User

Edit existing users and adjust their online access.

Business Manage Users - Edit Users Step-by-Step

Use the following steps to edit existing users.

Step	Action
1	Tap Menu at the bottom right of the screen.
2	Tap the Manage Users drop-down arrow.
3	Tap the Users hyperlink.
4	Enter a name in the Search field.
	or
	Scroll through the list of Users to locate a specific User .
5	Tap the Sort by (≡) hyperlink to sort Users (by A to Z or Z to A).
6	Tap arrow next to the User name record to open their profile containing the following options: <ul style="list-style-type: none">• Details• Activity Log• Access
7	Tap the More Actions (:) icon at the top right of the screen.
8	Tap the Edit User Details hyperlink at the bottom of the screen to make changes to the User's profile.
9	Optional: Scroll down to tap the Cancel button to cancel the editing process.
10	Scroll down to tap the Save button to save edits.
11	Tap the Access hyperlink at the top right of the screen to view their current Access Permission settings.
12	Tap the Access Permission drop-down arrow to change permissions.
13	Optional: Scroll down to tap the Cancel button to cancel Access Permission edits.
14	Scroll down to tap the Save button to save edits. An Access Permissions Saved confirmation message display at the bottom of the screen.