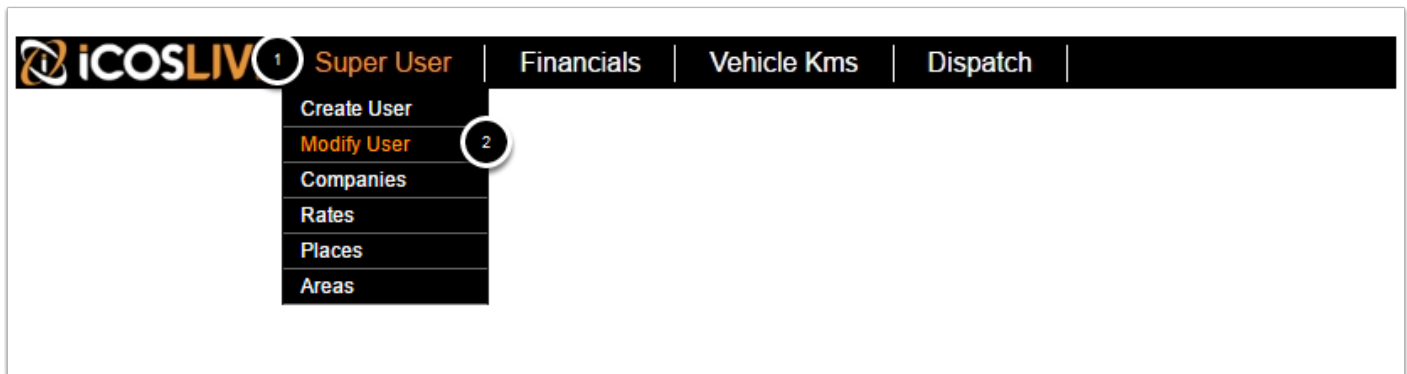


Viewing and modifying a user

Modified on: Wed, 28 Nov, 2018 at 1:43 PM

The **Super User, Modify User** screen allows you to modify user details, including resetting their password.



! Only internal users with the **Super User** role and the **Modify User** task assigned can access this screen

Selecting a user to modify

1. *Optionally* filter the list of users by customer by checking the **Filter by Company** check box and selecting a company from the drop down
2. Select the user to modify from the **Please select a User** dropdown

Modifying a user's details

-
- iCOSLIVE** **Modify User** ✕
- Please select a User Filter by Company 2 Save Changes Delete
- User Name: Full Name: 1
- Phone: Mobile: Position:
- E-mail: Company Name:
- ☐ Update Security Data
- Password: Confirm Password:
- Details >> Save Changes

Changing a user's password

1. Check the **Update Security Data** check box
2. Enter the new password into the **Password** text box
3. Enter the password into the **Confirm Password** text box to confirm it
4. Click the security **Save Changes** button

iCOSLIVE **Modify User** ✕

Please select a User

User Name: Full Name:

Phone: Mobile: Position:

E-mail: Company Name:

☒ Update Security Data **1**

Password: **2** **Medium**

Confirm Password: **3** **Medium**

4

Updating a user's Roles and Tasks

1. Click the **Details** button to be taken to the **User Details** screen

iCOSLIVE **Modify User** ✕

Please select a User

User Name: Full Name:

Phone: Mobile: Position:

E-mail: Company Name:

☐ Update Security Data

Password:

Confirm Password:

1

Preview