

# EDIT A USER

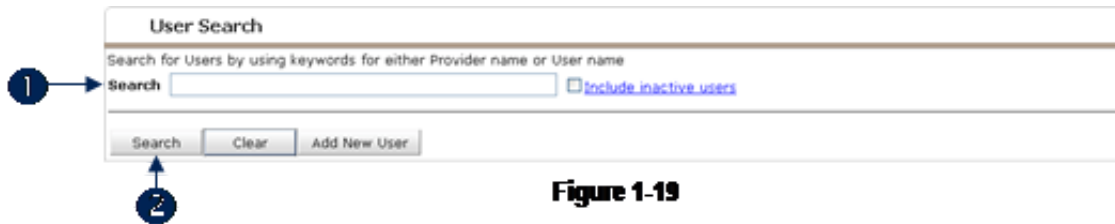
Occasionally it may be necessary to edit a user's access level, special permissions, or other user information.

1. Click the *Admin* tab on the navigation toolbar. The screen will refresh and display the **Admin Dashboard**. (See Figure 1-18)












**Figure 1-18**

2. Click **User Admin**. **(1)** The **User Search** screen will display. (See Figure 1-19)



**Figure 1-19**

3. Enter key words in the **Search (1)** field to locate the user and click **Search. (2)** (See Figure 1-20)

User Search Results						
	User ID	Username	Name	Provider ID	Provider Name	Access Level
	643	bmac	Bill McKinnley	82	Bowman Center	Case Manager II
	639	rhayes	Rudy Hayes	3038	Bowman Help Center	System Admin II
	159	SVPDELETED_159	BIS Employee	0	Bowman Systems, LLC	System Admin II
	637	dbowman	David Bowman	0	Bowman Systems, LLC	System Admin II
	642	gvalcho	George Valcho	0	Bowman Systems, LLC	System Admin II
	640	marsha	Marsha Blankenship	0	Bowman Systems, LLC	System Admin II
	644	testa	Test Account	0	Bowman Systems, LLC	Volunteer
	13	SVPDELETED_13	BIS Employee	30	CENTERPOINT	Agency Admin
	11	SVPDELETED_11	BIS Employee	30	CENTERPOINT	System Admin I

**Figure 1-20**

4. **User Search Results** will display. Click the **Edit** icon  next to the user that requires modification. **(1)** (See Figure 1-21)

**User Information** | Enter Data As Groups

User ID: 643

**Provider \***: Bowman Center (82)

Has SP License: **No**

**Name \***:

Title:

E-mail:

Telephone:




**User Name \***:

**Password \***:

Password must be 8-50 characters long with at least two numbers or symbols.

Password Expiration: Tuesday, June 9, 2009

Role:

User Expiration:      

Status:  Active  Inactive

Time Zone:

Consecutive Bad Logins:

Last Login: User has never logged in

Has Accepted EULA: **No**

**Figure 1-21**

5. Alter the fields as necessary in the **User Information** or **Enter Data As Group** tabs. Click **Save** to retain the changes, **(1)** click **Save & Exit** to retain the changes

and return to the previous screen. **(2)** Click **Exit** to return to the previous screen without retaining the changes. **(3)**