

Update an existing user

Users should only be edited by administrators or members of the HR department with proper permissions.

Updating the user is done by finding the user in the "[Users](#)" table and its clicking "Edit" icon.

<input type="checkbox"/>	ID ▾	FIRST NAME	LAST NAME	EMAIL	COUNTRY	ACTIONS
<input type="checkbox"/>	19322	John	Doe	john@doe.com		 

This redirects you to the user's edit page, where you can update most of the user's basic information (photo, name, address, authorization, contact information...) or send a "**Password reset**" email to user.

← **John Doe** Request password reset Login as John Doe 



Click to select image

Basic information

FIRST NAME * LAST NAME *

COMPANY

EMAIL *

PASSWORD PASSWORD CONFIRM

WAREHOUSE LOCATION ▾ BIRTHDAY 

CONFIRMED YES

Authorisation

ROLES

Save

Revision #5

Created 22 May 2024 08:47:46 by Admin

Updated 14 June 2024 08:35:56 by Admin