



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 resetLogin as John Doe



Click to select image

Basic information

FIRST NAME *

John

LAST NAME *

Doe

COMPANY

The company

EMAIL *

john@doe.com

PASSWORD

User password


PASSWORD CONFIRM

Confirm user password

WAREHOUSE LOCATION

Select warehouse location ▾

BIRTHDAY

dd. mm. yyyy 

CONFIRMED

YES ☒

Authorisation

ROLES

Select roles

Save

Revision #5

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