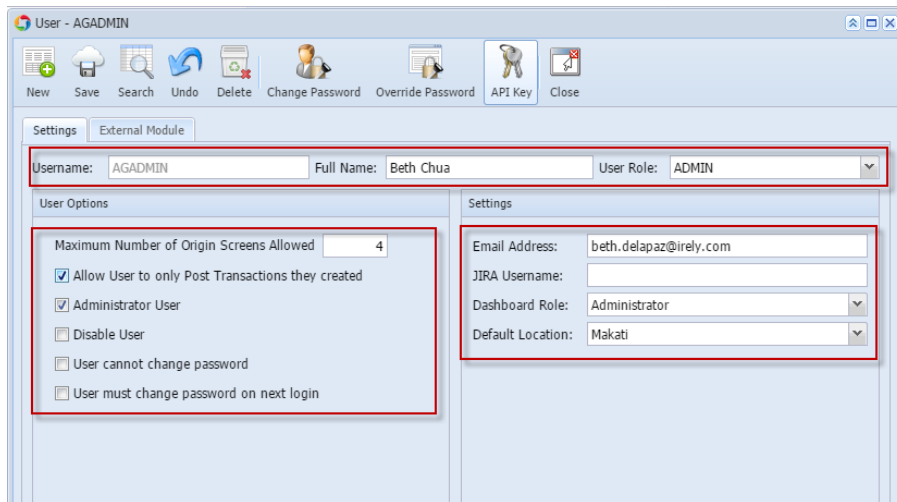


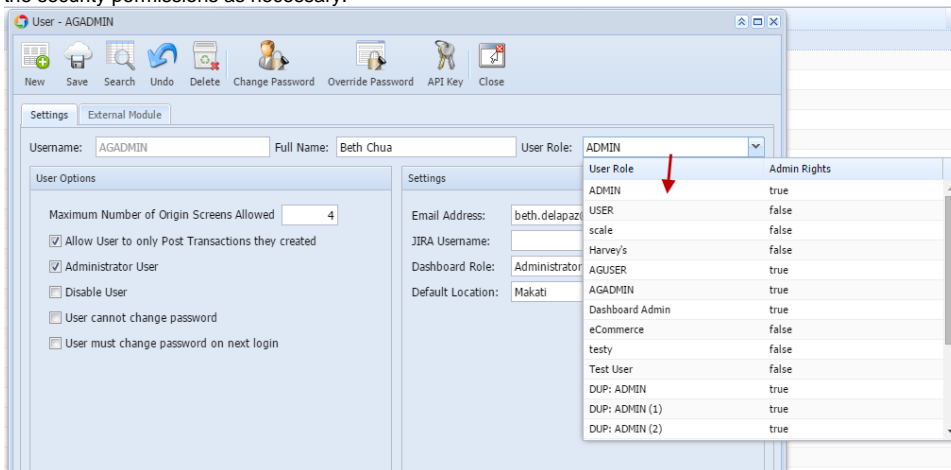
How to Update User in Users Screen

User's information can update via Users screen. Only the **Admin** can update the information of the users in i21.



Here are the steps on how to Update User in Users Screen:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users screen**
3. Edit the **Full Name** and **Email Address** if necessary. This information will be displayed on **User Profile screen** for the user.
4. Assign a **User Role** by selecting from the combo box list. When you select a user role for the user, the **menu permissions** established for that role will quickly be applied. This means that any existing permissions configuration of the user will be overridden. Then of course you can still edit the security permissions as necessary.



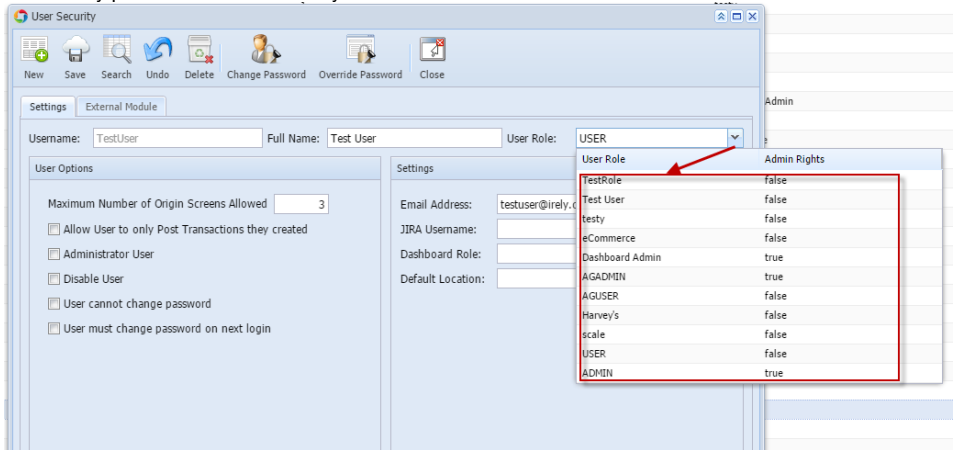
User Role	Admin Rights
ADMIN	true
USER	false
scale	false
Harvey's	false
AGUSER	true
AGADMIN	true
Dashboard Admin	true
eCommerce	false
testy	false
Test User	false
DUP: ADMIN	true
DUP: ADMIN (1)	true
DUP: ADMIN (2)	true

5. Click **Save** toolbar button.

Here are the steps on how to Update User in User Security

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Security**
3. Edit the **Full Name** and **Email Address** if necessary. This information will be displayed on **User Profile screen** for the user.

4. Assign a **User Role** by selecting from the combo box list. When you select a user role for the user, the **menu permissions** established for that role will quickly be applied. This means that any existing permissions configuration of the user will be overridden. Then of course you can still edit the security permissions as necessary.



5. Click **Save** toolbar button.