## Updating a User

## Updating a User:

1. Go to Control Panel > Setup > User Search.

axis					
Property: One Corpor	ate Tower		•		
Building Services	Setup	Content Manager	My Workspace	Document Library	Communic ation
Did You Know? Axis Port Axis Training is availa and provides a compr of courses delivered y make learning about A accessible for all user and other real estate p offer courses in a vari formats. Contact <u>Axis Support6</u> schedule training.	Buildings Clients Places Tenants User Grou User Sear User Regis rofessionals ety of instruc	ps tration we tor-led Update	Introl Pane	el Ancements J	uly 2, 2015

2. Enter the user's information and click Search.

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Property: One Corporate Tox	er - Sales	•					TR and PM Quick Search:	Search
Building Services Set	Content Manager	My Workspace	Document Library	Communication	Reports			
User Search			First Name	are		Drat	50110	Ramove

3. Click on Edit for the user's profile.

User Sear	ch					Renove		
Last Nar	te: Tester		First Name Jane	te Jane Email Search				
1 Users								
Last Name	Einst Name	Estal	User Group	Last Modified By	Last Modified Date	Azton		
Tester	Jane	jane@invalid.com	Tenant Managers. User Registration	Axis	6/8/2011 11:42:51 AM	1202		

4. Update the desired information and click on **Save** or **Save & Notify** to send the user an automatic email letting them know their account has been updated.

	Additional I	nformation Emergency Informa	tion Exte	ernal Ap	plications	Partner Settings	Note
Jser Type	Tenant						
Property	One Corp	oorate Tower					
Tenant	Arcama						
Searchable in Directory							
Name *	•	Jane			Tester		•
	Prefix	First	M.I.		Last		Suffix
Email *	jane@inv	alid.com					
Phone Number	3233242	656			Exten	sion	
Address 1 *	200 Mark	land Dr.					
Address 2							
City *	Irvine						
State *	CA						
Zip / Postcode *	92614						
Time Zone *	(GMT-0	8:00) Pacific Time		•			
Scheduler Default View *	Default	•					
Management News Default *	Manage	mentNews V					
Angus Default Suite *	110 ▼	1					
Password *							
Pwd Confirm *							
Tenant COI Contact	Ver						
Email Sattings							
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	Property:						
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User Group *			>				
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Save	Save & Notify Cancel