

Edit a user

To edit a user:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Users*.
3. Click the edit icon



or the user's name for the user you want to edit. This opens the *Edit user* screen.

The screenshot shows the 'Edit user' interface in the adhese system. The page has a dark header with the adhese logo, a search bar, and user information (PUBLISH, HELP, AMANDA BEUN). The main content area is titled 'Edit user' and contains a form with the following fields:

Company	Main Publisher
Login*	James
Password	
Active?	yes
User type	Admin
Default campaign prioriteit	paying
Maximum campaign prioriteit	paying
First name*	James
Last name*	Hathaway
Gender	Make a choice
Language	English
Email*	james@mainpublisher.com
Phone	
Online	no

A 'Save' button is located at the bottom left of the form. A 'Back to list' link is in the top right corner of the form area.

4. Change any of the user's details.
5. Click *Save*. The changes are visible after the user logs out and logs back in.