

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 area. 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.