

# Editing Users





On the **Edit user** page, the following actions are available:

To proceed to the **Edit User** page, simply click on the user's name in the list.

## Manage Users

- Users
- Roles
- Departments
- Groups





User Name ↓

<input type="checkbox"/>		<b>Glenda Johnson</b> glenda.johnson
<input type="checkbox"/>		<b><a href="#">Helen Smith</a></b> helen.smith
<input type="checkbox"/>		<b>Kurt Hicks</b> kurt.hicks
<input type="checkbox"/>		<b>Nick Moore</b> nick.moore

Helen Smith

Another option is to check a user's name and select **Edit User** in the upper menu.

## Manage Users

Users	Roles	Departments	Groups
<input type="text" value="Search"/>			
<input type="checkbox"/> 1 item selected <a href="#">Edit User</a> <a href="#">+ Add to Group</a>			
<input type="checkbox"/>	 <b>Glenda Johnson</b> glenda.johnson		Sales My Company
<input checked="" type="checkbox"/>	 <b>Helen Smith</b> helen.smith		My Company
<input type="checkbox"/>	 <b>Kurt Hicks</b> kurt.hicks		Sales My Company
<input type="checkbox"/>	 <b>Nick Moore</b> nick.moore		Sales My Company

Or you can use the context menu. Just right-click on the user's name in the list and select **Edit User**.

# Manage Users

Users


Roles


Departments

Groups

Search

1 item selected [Edit User](#) [Add to Group](#)

 **Glenda Johnson**  
glenda.johnson

 **Helen Smith**  
helen.smith

 **Kurt Hicks**  
kurt.hicks

 **Nick Moore**  
nick.moore

- [Edit User](#)
- [Add to Group](#)
- [Change Department](#)
- [Message](#)
- [Activate](#)
- [Deactivate](#)
- [Delete](#)