Edit a User

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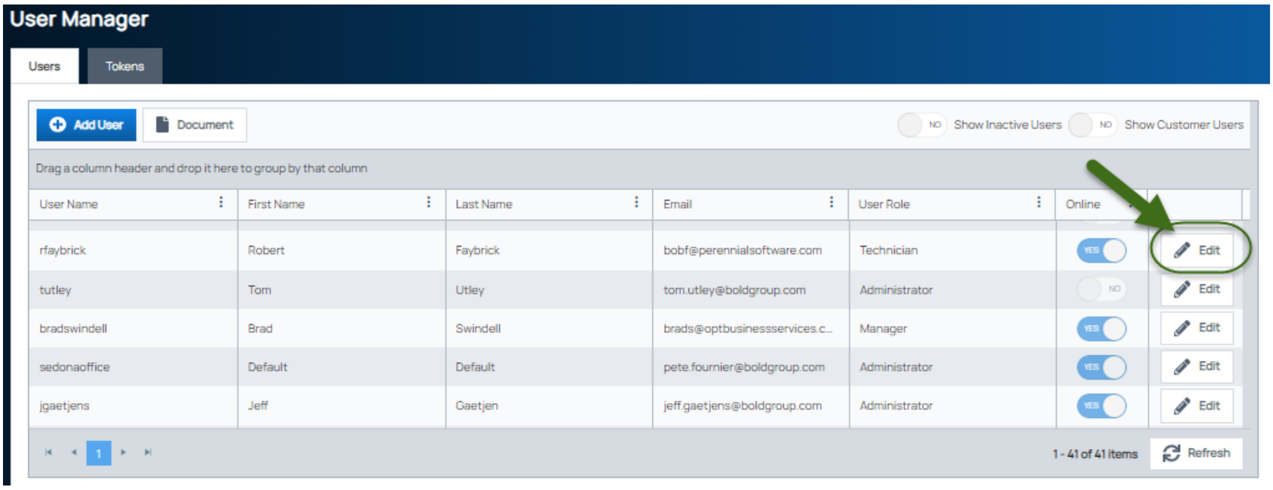
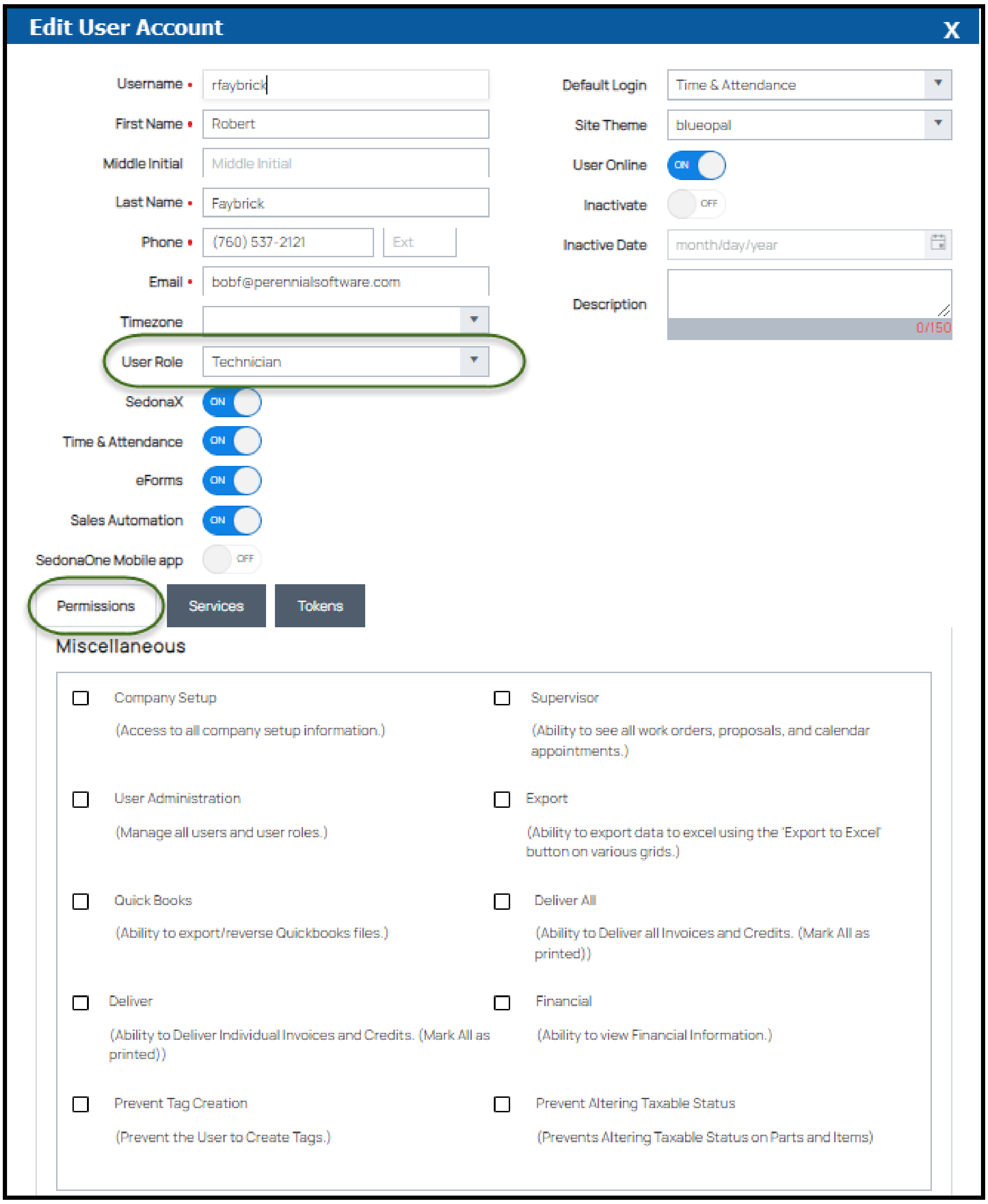
To edit a User, browse to Setup > Company > User Manager.

The Users list is displayed. Locate the User you want to edit, and then click the Edit button (pencil icon).



The Edit User Account form opens. Make the necessary changes, and then click the Save button when finished.

Note: If the user's current User Role is Manager, Technician, or Salesperson and any changes are made to the permissions, the User Role automatically changes to Custom.



Note: If you assign a custom role to the user, the **Timezone** dropdown is disabled. The time zone is determined by the custom role itself. Custom roles are set up on the Setup > Company > User Manager > Custom User Roles tab.