

## Editing a User from the Options tab [GPv3]

Lu Parente - 2015-10-08 - in How-To

Selecting **Users** from the **Options** tab provides Administrators with the ability to manage user accounts. Managing user accounts consists of **creating new users**, **modifying existing users**, and **deleting user profiles** which are no longer necessary. The Users section presents a list of users, provides the ability to search through the user list, identifies which users are Administrators and Monitors, and allows you to select any user from the list to view their details.

Administrators are identified using the **gears/cogs** icon and Monitors are identified using the **binoculars** icon.



**Note:** To add and remove Administrator or Monitor licenses, you must navigate to the **Options** tab, followed by **Account Management** as these licenses are associated with a billable rate. Users can be created at no additional cost.

This article explains how to **edit an existing user**.

1. To edit an existing user, navigate to the **Options** tab and select **Users** from the list.

### Options






- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request

2. The Users list will be displayed. Select the desired user from the list of users.

Home Devices List View Filter Help Options Log Out

Options Users +


Search [A-Z]

 	<b>LP Admin</b> GeoPro Demo Customer lpadmin@roadpost.com 4162536990 8 October, 2015 12:51:11 PM	>
 	<b>LP Monitor</b> GeoPro Demo Customer lpmonitor@roadpost.com 8 October, 2015 12:40:25 PM	>
	<b>LP User</b> GeoPro Demo Customer lpuser@roadpost.com +14162536990 7 October, 2015 11:12:49 AM	>

3. Select any of the profile options you wish to modify and proceed with making the necessary changes.

Home Devices List View Filter Help Options Log Out

< Users **LP User**



LP User  
GeoPro Demo Customer  
lpuser@roadpost.com  
+14162536990  
7 October, 2015 11:12:49 AM

- Edit User Account >
- Edit Name, Photo and Citizenship >
- Edit Emergency Contacts and Information >
- Edit Address and Phone >
- Change Password >
- Change Security Question >
- View Assigned Devices >
- Delete User Account >

4. Be sure to save your changes while working through any of the **My Profile** pages by pressing **OK**.

OK Cancel