


## Edit a user

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### Edit a user

1. Go to **Administration**
2. Select **Users and Groups**
3. Click **Users** in the left section
4. You can see the following screen

Users				<input type="text" value="Search..."/>		
Username	Email	Sign In Count	Last Sign In			
admin35	a@hdhd.com	19	03/06/2020 at 10:39 AM (+0930)	Show	Edit	
andrew	andrew@hotmail.com	0		Show	Edit	
andrew_john	andrew@gmail.com	4	16/12/2020 at 05:42 AM (+1030)	Show	Edit	
ashley	me @here.com	8	16/11/2020 at 01:39 PM (+1030)	Show	Edit	
bbill	bb@cli.com.au	1	08/11/2020 at 05:19 PM (+1030)	Show	Edit	

5. Click **Edit** button
6. After making the changes, please remember to click **update** for saving the results.