

## Edit a staff member

Last Modified on 08/07/2021 8:44 am ACST

1. Go to **Administration**
2. Select **Users and Groups**
3. Click **Staff Members**
4. Pick a staff member and click **show**

Staff Members	
<input type="text" value="Search..."/> <input type="button" value="Q"/>	
<b>Name</b>	
thas thas	<input type="button" value="Show"/>
Prof treds fd	<input type="button" value="Show"/>
test user	<input type="button" value="Show"/>
Dr Clintel Test	<input type="button" value="Show"/>
Dr John Dorian	<input type="button" value="Show"/>
Dr Perival Ulysses Cox	<input type="button" value="Show"/>
Dr Bob Bippity Boppity Boo	<input type="button" value="Show"/>

5. Then click **Edit** on the top left section
6. You can see the following screen and edit all the information you want

<b>Staff Member Details</b>	
<b>Title</b>	<input type="text" value="Select from list"/>
<b>First Name</b>	<input type="text" value="thas"/>
<b>Middle Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text" value="thas"/>
<b>Date of Birth</b>	<input type="text"/> <input type="button" value="📅"/>
<b>Sex</b>	<input type="text" value="Select a value"/>
<b>Signature</b>	<input type="text"/>
<b>ABN</b>	<input type="text"/>
	<input type="checkbox"/> Disabled
<b>Staff Member Category</b>	<input type="text" value="Non-Clinical"/> <input type="button" value="✕"/> <input type="button" value="v"/>
<b>Staff Member Type</b>	<input type="text" value="Staff"/> <input type="button" value="✕"/> <input type="button" value="v"/>
<input type="button" value="Update thas thas"/> <input type="button" value="Cancel"/>	

7. Please make sure you click **Update** when finished editing.