

HOW TO EDIT USER INFORMATION

As an administrator, you have the ability to modify the account details of a user. You can update their first name, last name, phone number, user type, and emergency contact information.



PLEASE NOTE: If you need to change the user's email address, please contact our ONR Support team at support@onrapp.com with your request, and we will prioritize it for you.

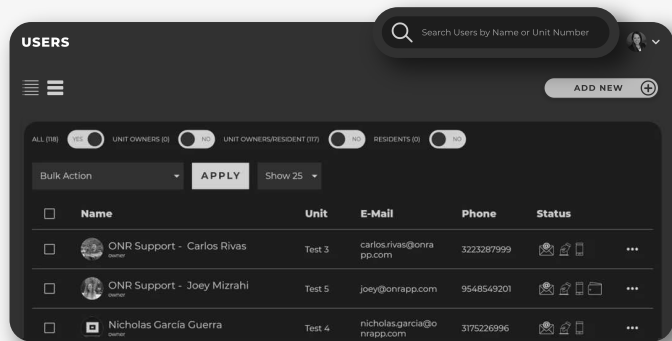


1

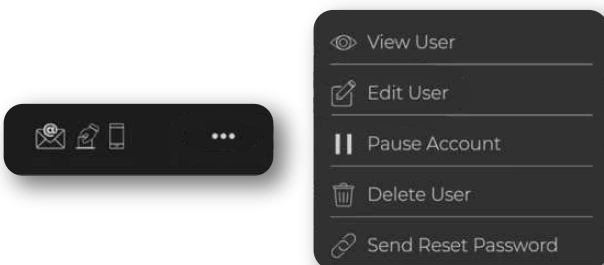
From the Power Admin dashboard, tap or click on the **three-building icon** to access the Community menu of options. Then, select **"USERS."**

2

A complete **list of users in the database will be displayed.** To find the specific user you want to edit, use **the search bar at the top of the page** and type their name, unit, or email.



3



Once you find the user's profile, click on the **three dots icon located at the right of the screen.** This will open a menu with options, and you should choose **"EDIT USER."**

You will be taken to the **user's profile page**, where you can view their current name, last name, email address, country code, and phone number.

4

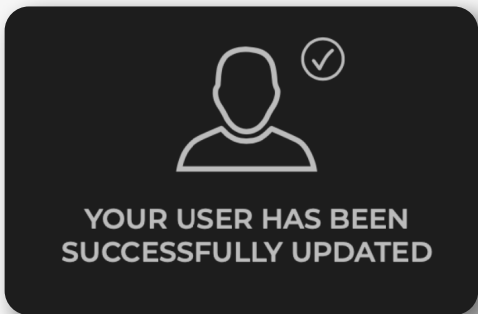
NOTE: There's a **hidden sidebar** that you need to scroll down to see the complete set of options.

5



Modify the information as needed. Once you have made the necessary changes to the user's information, click on the **"UPDATE USER"** button.

6



Success! You should receive a confirmation notification indicating that the update has been **successfully completed**.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at support@onrapp.com