

Edit Users In The Cloud

Introduction

In this quick and easy how-to, You will be able to edit a user. This is a feature that is requested from time to time so it is good to know how to safely edit a user.

Steps

1. Log into your SureTrend account.



Welcome

[Forgot Username or Password?](#)

Log in

Not a member yet? [Create new account](#)

[Help](#)

2. Go to the Settings Icon in the top right of the screen.



Logout



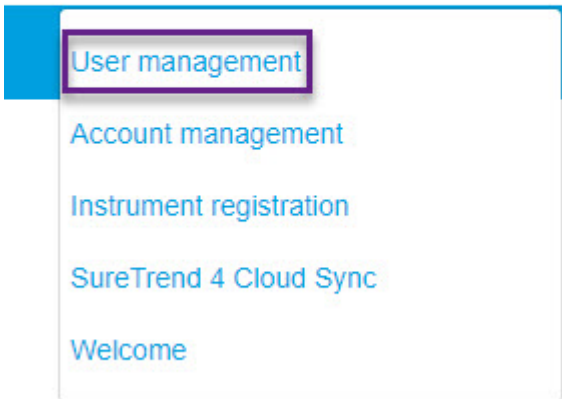
Settings



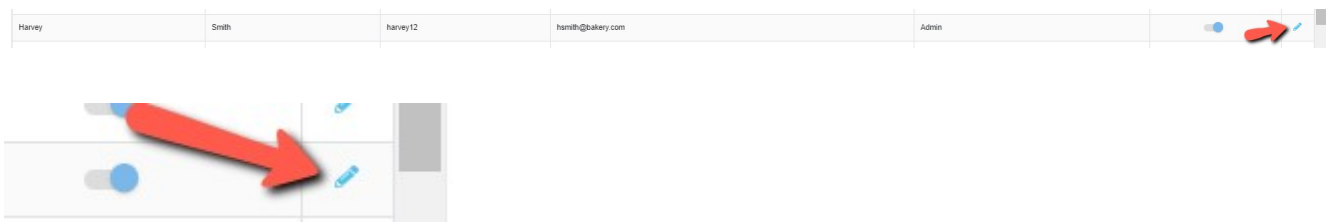
Help

3. Select the Users Management Icon

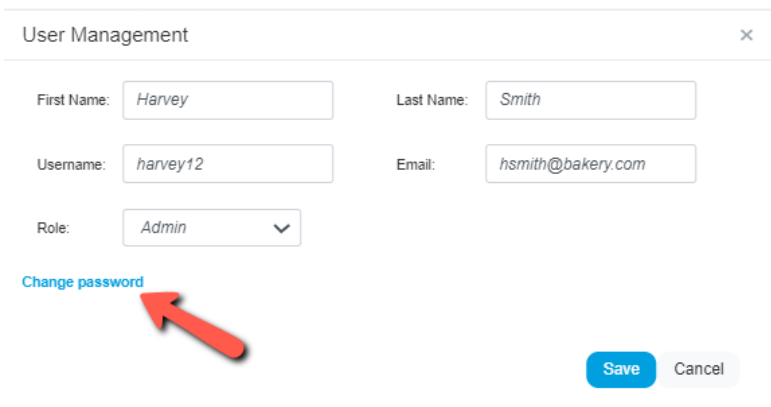
 Logout  Settings  Help



4. Select the user you want to edit - click on the Blue Pencil icon to edit and update the user details.



5. This customer box will appear. You will be able to edit everything in this box and save it. Including Role. Note** You can only have one owner per account if you already have an owner do not make another person with the owner role.



A 'User Management' dialog box with the following fields: First Name: Harvey, Last Name: Smith, Username: harvey12, Email: hsmith@bakery.com, Role: Admin (dropdown). A blue link 'Change password' is visible below the Role field, with a red arrow pointing to it. At the bottom right are 'Save' and 'Cancel' buttons.

There is also an option to change password if the user has forgotten theirs. Click on [Change Password](#) and update if required.

User Management ✕

First Name: Last Name:

Username: Email:

Role: ▼

[Cancel](#)

Password: * Confirm: *

Complete!