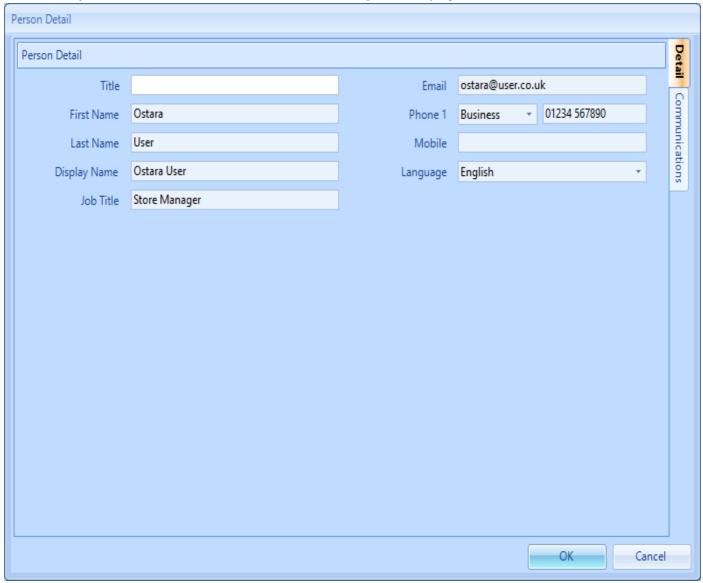
Edit My Details

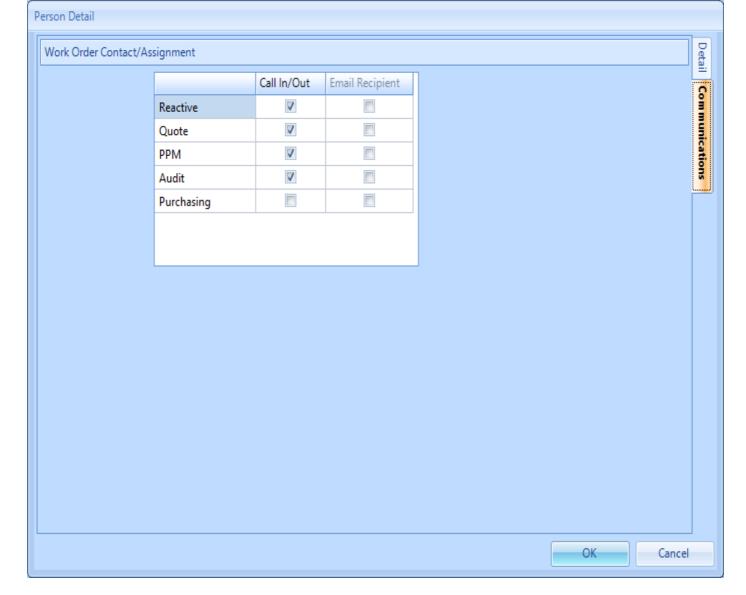


Edit My Details

If the User's details are are incorrect or need updating, this can be done through the Home Page using the "Edit My Details" button. This will show the Edit My Details page.



On this page, the User can change many of their details such as first and last name, email address and phone number on the "Detail" tab.



Once the "Communications" tab, the User can change whether they are available as contact on specific Types of Work Order and whether they are an Email Recipient for these Types of Work Orders (so long as the Users permissions allow this). Once the details have been amended, click "OK" to save them. Clicking "Cancel" will discard any changes.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=673