Edit a User's Account

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Important Notes

- Because a user's email address is used to authenticate the user when they log in, modifying the email address previously saved in the **Email** field will not change the address the user must enter to log in.

- To delete a Dispatch user's account, it's recommended that user is removed from the **Dispatch Users** user group.

- It's generally recommended that user accounts are disabled rather than deleted. Contact Resolver Support for further assistance.

Instructions

To edit an existing user:

1. Click the ⚙ icon in the top bar **> Users** in the **People** section.

2. Click on a user account to open the **Edit User** page.

3. Make changes to the **First Name** and **Last Name** fields as necessary.

4. Click the ✔ or ✖ icons next to **User Enabled** to enable or disable the user account.

5. Click **Done** when finished.