Edit a Citizen

Mari Opstad - 2025-11-21 - [Comments (0)](#) - [Borgere](#)

Edit a Citizen

This guide explains how to edit an existing citizen in Stella Care's [Administration System](#) — for example, if information needs to be updated, a department changed, or devices and alert recipients adjusted.

How to edit a citizen

1. Go to the **Citizens** menu on the left side of the Administration System.

2. Use the search field to find the citizen you want to edit.

3. Click the **edit icon** (▯) next to the citizen's name.

4. You'll now be taken to the citizen's page, which includes the following tabs:

   1. Information

   2. Devices

   3. App Settings

   4. Geofence

Information Tab

Here you can change the citizen's basic details:

- First name and last name

- CPR number

- Address, postal code, and city

- Department and default payer

Click **Save** to update the information or Cancel to leave the page without saving.

Devices Tab

Select which devices should be linked to the citizen.

- Drag devices to the left side to add them.

- To unlink devices, drag them back to the right side.

App Settings Tab

Decide which users should:

- See the citizen in their mobile app

- Receive alerts from the citizen

Drag users from the "Hide alerts" list to "Receive alerts" to enable visibility and notifications in the app.

Geofence Tab

Link the citizen to one or more geofences.

- Drag geofences from the right column (*Inactive*) to the left (*Active*).

- Click the **clock icon** to set time-based geofences if they should only be active at specific times.

Remember

- You must have the necessary permissions to edit citizens.

- All changes are saved immediately in both the Administration System and the mobile app.

Related Content

- [Remove a device from a citizen](#)
- [Move a Citizen to another organization](#)
- [How to create a Citizen](#)