Edit a user

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This guide helps you understand how to edit a user in Stella Care's Administration System

What is editing a user?

User editing allows administrators or department managers to update user information, reset passwords, and change department assignments.

This ensures that user data stays up to date and that access permissions are correctly managed.

Edit a user

1. Click on "Users" in the left-hand side of the administration panel.

1. Use the search field to find the user you want to edit.

1. Click the edit icon (￼) next to the user's name.

1. Make your changes. You can:

    1. Change the user's password

    2. Update personale information (name, email, phone number etc.)

    3. Modify the assigned department.

2. Click "Save".

Tips

- Always make sure to double-check email addresses and department assignments before saving.

- Use strong passwords when resetting a user's access.

- Only authorized administrators should edit user permissions or department links.

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