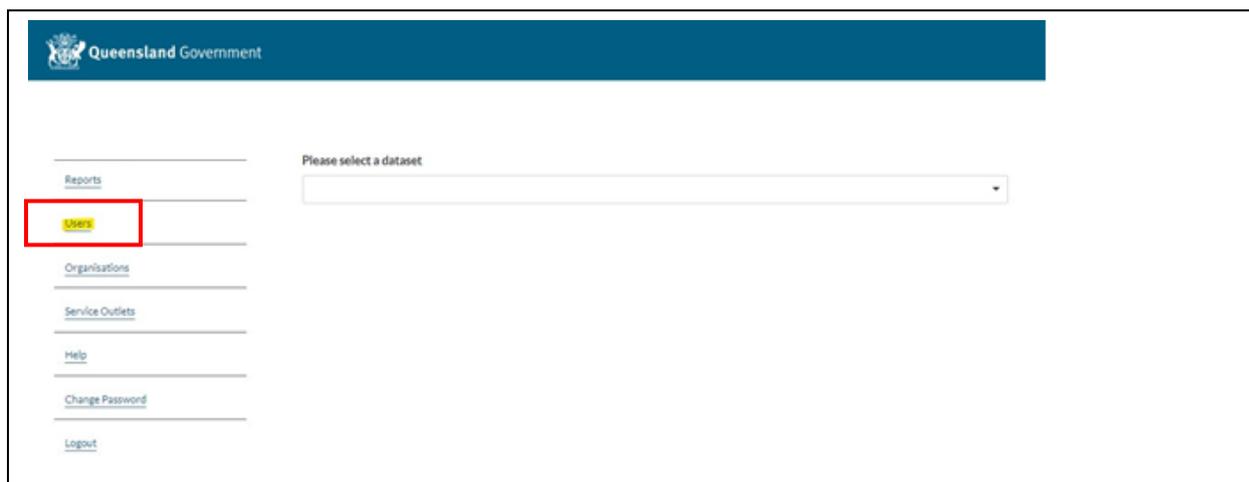


How to edit a User in the Outcome Measurement System

Finding / amending user accounts

Once you have logged into OMS using your email and password, select the 'Users' link on the left-hand side of the screen.



In the 'User management' field, type the name of the user you are searching for:



When you find the person's name you are searching for, click on the 'Edit' button.

The screenshot shows the 'User management' interface. On the left is a sidebar with navigation links: Reports, Users, Organisations, Service Outlets, Help, Change Password, Logout, and Logged in as. The main area has a 'User' dropdown menu, an 'Export to Excel' button, and a '+ Add new user' button. Below this is a table with columns: Action, #, First name, Last name, Email, Role, Organisation, Last login, and Is active. The first row contains the user 'Test User' with email 'test@user.org' and role 'NGO_Admin'. The 'Edit' button in the 'Action' column for this user is highlighted with a red box.

Action	#	First name	Last name	Email	Role	Organisation	Last login	Is active
Edit	1	Test	User	test@user.org	NGO_Admin	Demo org		Yes

Here you can change the email address and role of the user, and you can make them either 'active' or 'inactive' depending on the requirement.

NOTE – the first and last names of the user cannot be changed

The screenshot shows the 'Saving user details' form. It has a title bar with a close button. The form contains the following fields: 'First name*' with 'Test', 'Last name*' with 'User', 'Email*' with 'test@user.org', and 'Role*' with 'NGO_ADMIN'. At the bottom, there is a checkbox labeled 'Is active' which is checked and highlighted with a red box. Below the checkbox are 'Save' and 'Close' buttons.

NOTE - If a user has left your organisation or no longer requires access to OMS, you can make them inactive by finding their account and ensuring the 'Is active' box is NOT TICKED then click 'Save'.