



Training Hub

How to Update a User Profile.



How to Update an Existing Users Profile.

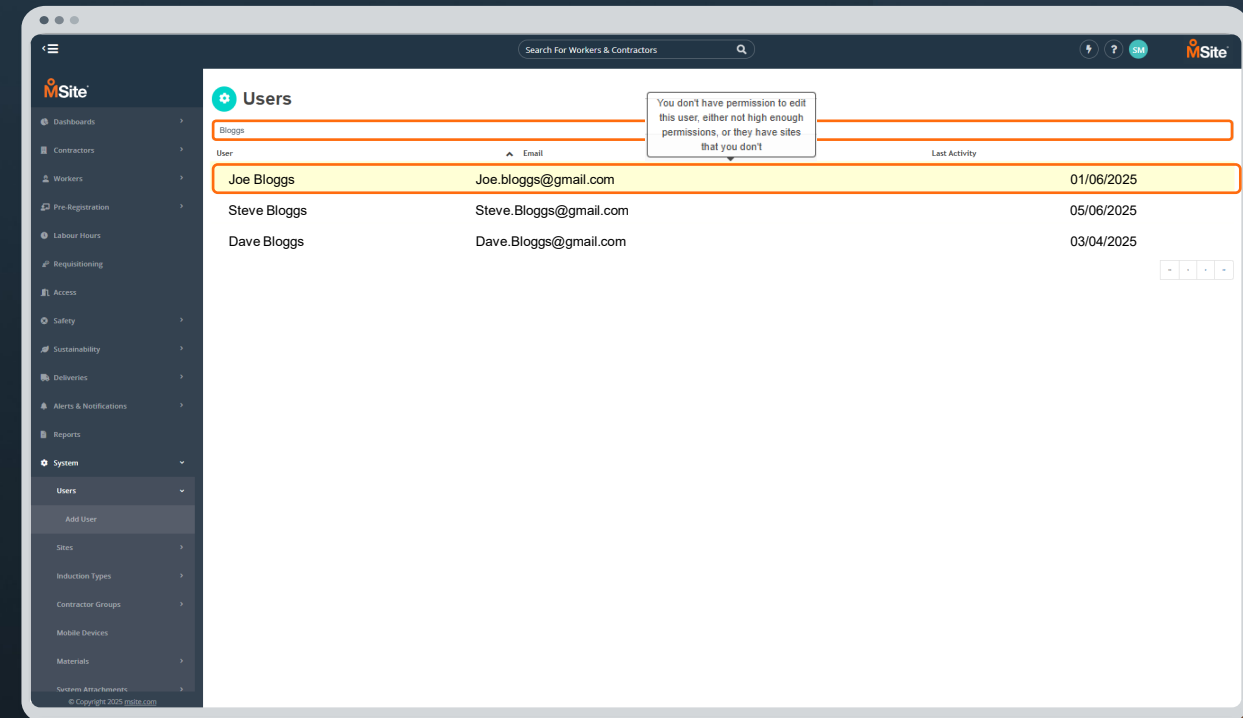
An MSite **User Profile** is issued to individuals who may need to use MSite for more specific senior elements of their role. This is not to be confused with a **Worker Profile** which is required by the workforce to access site.

To edit an **existing** User Profile, from the taskbar choose:

Settings ➡ Users ➡ Search for the user in question in the search bar.

Once you have found the user in question, **click** on their name to load the **User Profile**.

If you see users highlighted in **yellow**, this means you either do not have the right permissions to edit them, or they have sites assigned that you do not have on your profile.



How to Update an Existing Users Profile.

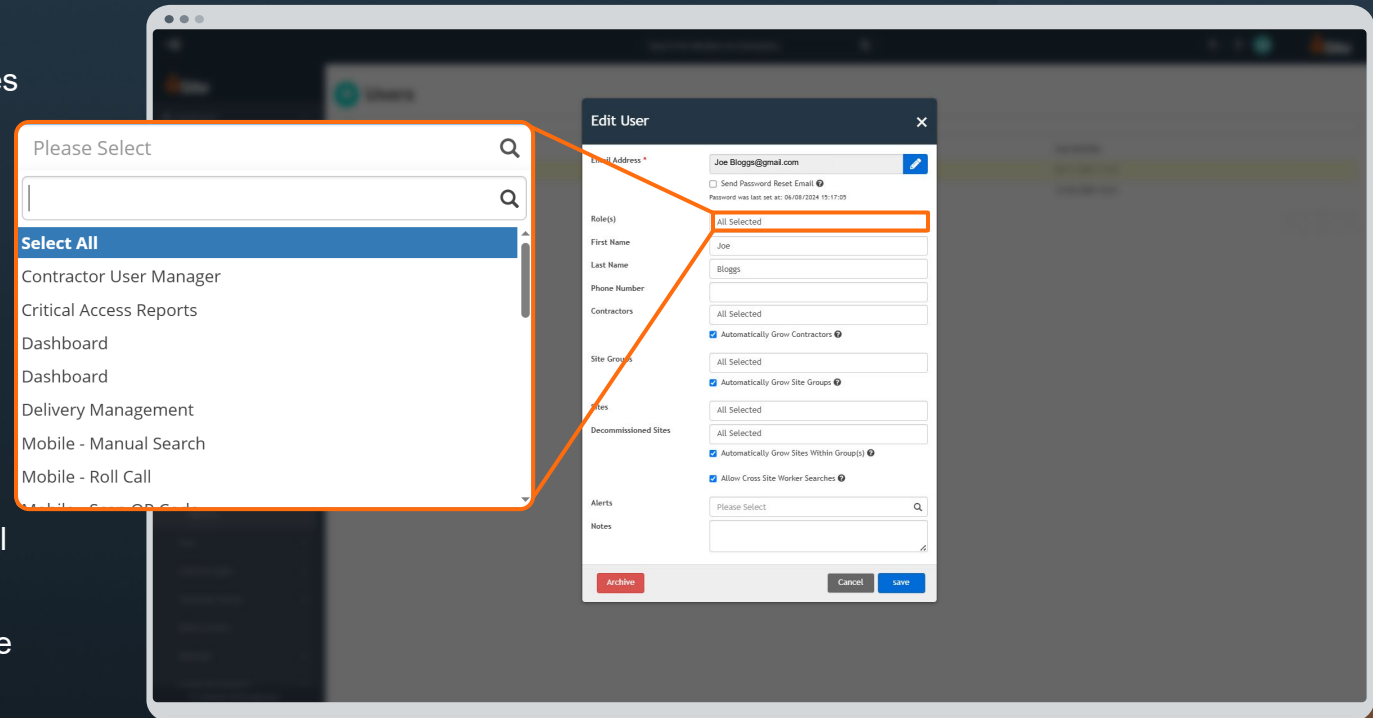
Once the profile has been loaded, you can make any required updates to the following:

- Name
- Contact Number
- Contractors assigned
- Sites Assigned
- Add notes

To change permissions, simply select '**Roles**' and a drop-down list will appear of all **roles** that can be assigned.

If you are unsure of what each role permits, you can refer to the MSite **Training Hub** to view the '**User Roles**' One Pager; refer to your **Internal MSite Administrator** or contact **MSite Support**.

To confirm the changes, click 





Be safe. Be productive. **Be one.**