



Training Hub

How to Update a User Profile.



How to Update an Existing Users Profile.

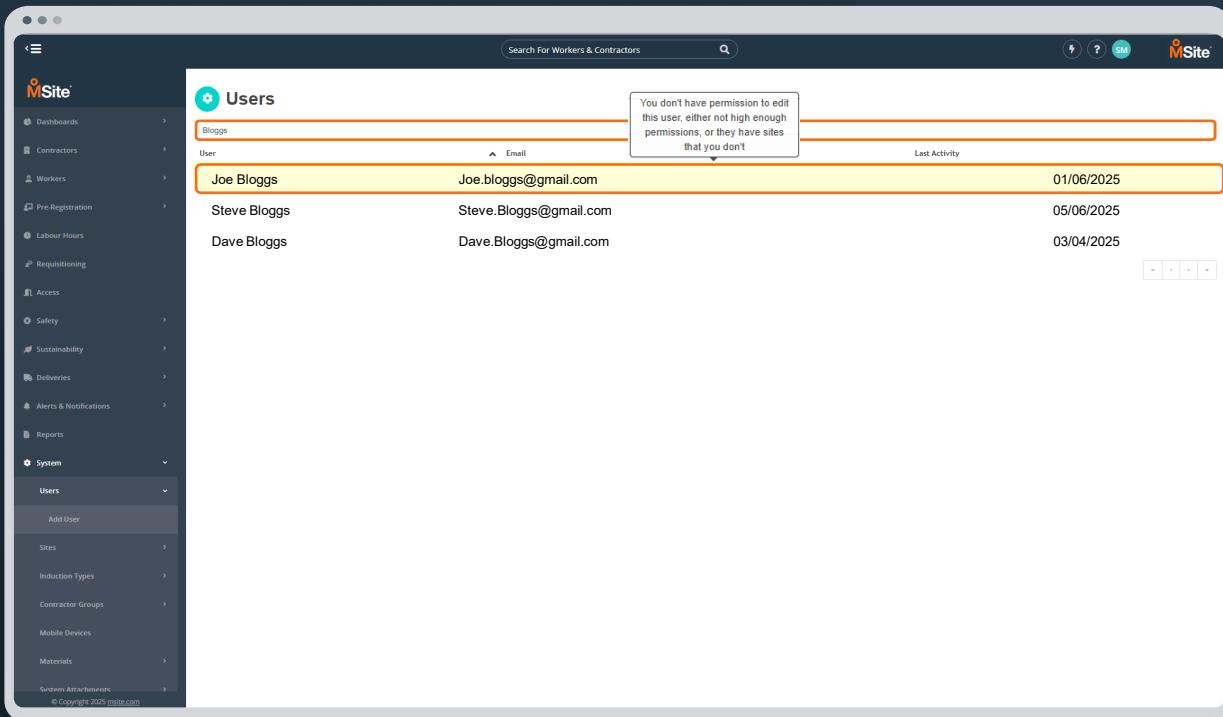
An MSite **User Profile** is issued to individuals who may need to use MSite for more specific senior elements of their role. This is not to be confused with a **Worker Profile** which is required by the workforce to access site.

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.



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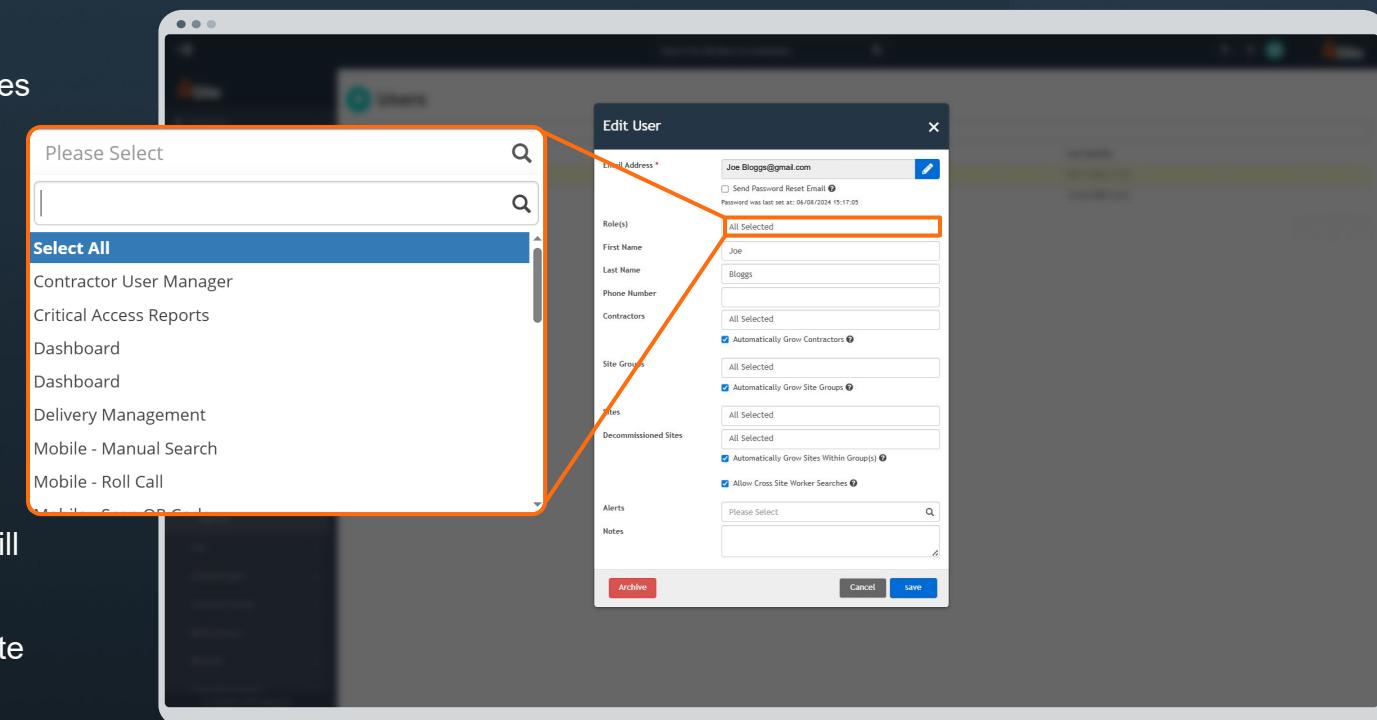
Once the profile has been loaded, you can make any required updates to the following:

- 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 **save**





Be safe. Be productive. Be one.