

# Getting Started

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**A practical guide for Admin Users**

JULY 2019

# Contents

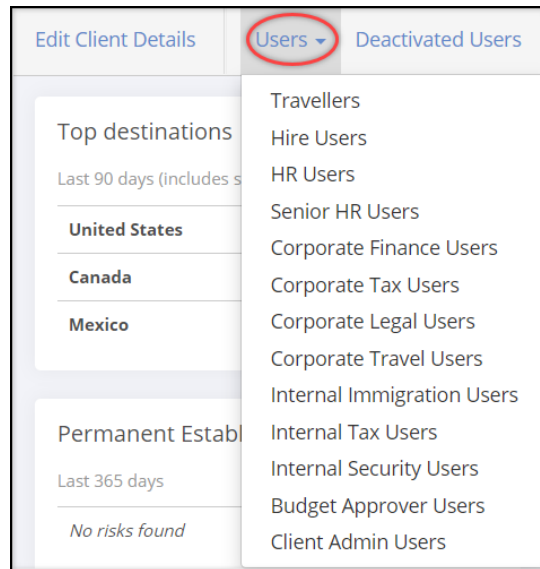
**9.01 CHANGING ROLES..... 3**  
YOU CAN CHANGE THE ROLE OF ANY USER TO A DIFFERENT CATEGORY OF USER. .... 3

## CHANGING USER ROLES

### 9.01 Changing Roles

You can change the role of any user to a different category of user.

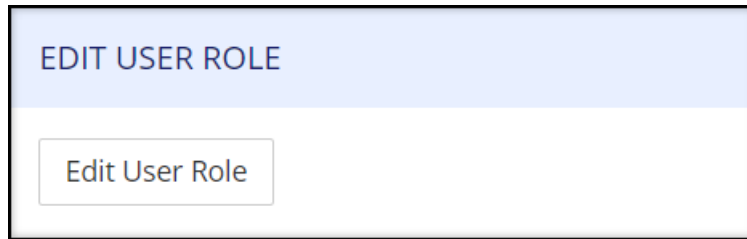
1. Select User from the navigation menu and then select the user category the user is assigned now, from the drop down list



2. Select the user
3. Select Edit

Filters and Download					
FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE	
Jorge	Brown	United Kingdom	United Kingdom		View   Edit   Deactivate
Ling	Luong				View   Edit   Deactivate
Melissa	TRUE	United Kingdom	United Kingdom		View   Edit   Deactivate

4. Select Edit User Role from the option displayed on the right-hand side of the screen



5. Select the new role that the user needs to be assigned
6. Select Update Role to save the changes

A screenshot of a web form titled "Edit User Role". It features a "New role:" label above a dropdown menu. The dropdown menu has "Traveller" selected, and a red circle with the number "5" is next to it. Below the dropdown is a yellow button labeled "Update Role" with a red circle and the number "6" next to it.

7. Review the relevant profile page, edit if appropriate and select Update User to save changes

A screenshot of a web form titled "Edit Client Admin User". It contains several fields: "Companies" with a dropdown menu showing "Zodiac Americas"; "Privacy policy acceptance date" with a "Not accepted" status; "\* Email" with the value "import2@example.com"; "\* Password" with an empty field and a note: "Must be at least 8 characters long and include at least one lowercase letter, one uppercase letter and one digit. Leave blank to leave unchanged."; "\* First name" with the value "Jorge"; and "\* Last name" with the value "Brown". At the bottom is a yellow button labeled "Update User" with a red circle around it.