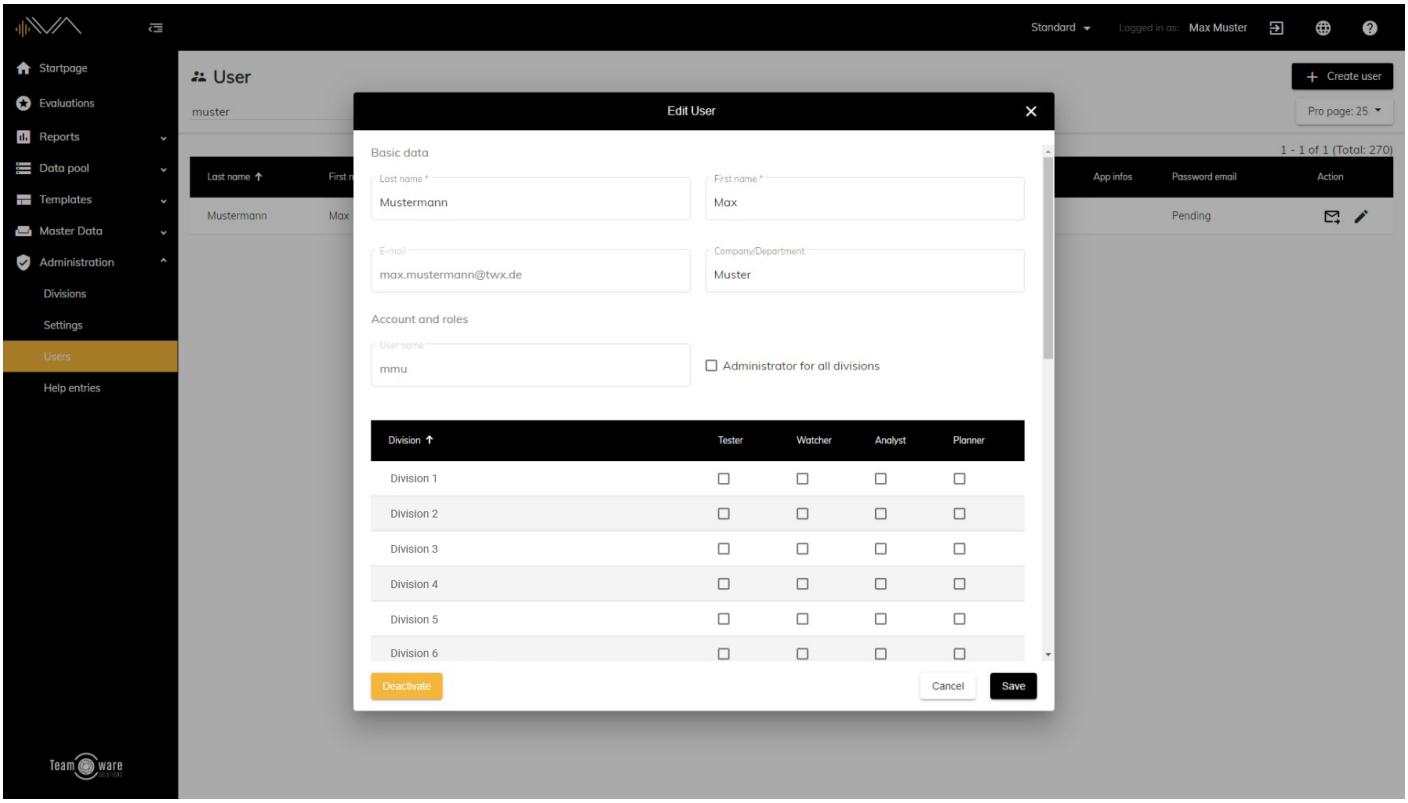
How can I edit a user?



To do this, you must first navigate to the "Administration" -> "Users" page. Now you will see an overview of all created users. You can now search the list for the corresponding person further up the page or scroll through the list. The list has the following columns: Last Name, First Name, Email, Department, Roles, Administrator, Username, App Infos, Password email and Action. Each of these columns (except Administrator, App infos, password email and Action) can be sorted alphabetically in ascending or descending order. To do this, click on the column label.

To edit an existing user, double-click on the corresponding row or on the pencil icon on the right side under "Action". A new window will open. There you can edit the following data:

- Last Name
- First name
- E-mail (must be unique)
- Department
- Username (must be unique)
- Checkbox for administrator rights
- Permission matrix for the divisions

When you have edited the user, click the Save button at the bottom right.

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