Establishment Administrator
Update Establishment User’s Profile

Welcome to the Public Health Information System. In this demonstration, you will learn how to update an establishment users profile. I’ll guide you through the steps of accomplishing this task.

First, click on User Management.
Next, click on Manage Users.

Click on the “edit icon” for user Wayne Cole 22.
Click on Personal Information.

Click in the Salutation field. Select Mister.
Click in the Display Name field. Enter Wayne Don Cole.

Click in the Work Phone field. Enter the phone number.
Click in the Mobile Phone field. Enter the phone number.

Click the Update button.
The personal information is now updated in the user profile record.

Now I’ll demonstrate that the user profile record has been updated. Start by clicking on Home.
Click on Manage Users.

Select Any.
Click on the “edit icon” for user Wayne Cole 22.

Click on Personal Information.
Note that the previously made changes have been saved in the system.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.