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Introduction

If you are an administrator, you can modify the existing user account information as per the requirement.

To edit an existing user:

- 1. On the ICM Home page, click Admin.
- 2. On the Admin page, click Users to open the Users page.

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		Vev	Full Name	Invii D	Organization Unit Name	Administrator	
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- 3. On the **Users** page, click the signal icon alongside the user you want to edit.
- 4. The **User Details** page consists of seven tabs.
 - Details
 - Team
 - OrgGroups
 - Security Groups
 - User Groups
 - **History**: Displays the history of all changes made to the user information with date and time of change.
 - Notes: Displays the notes added by the user while performing an operation



Paul S	mith					
Details	Team	OrgGroups	Security Groups	User Groups	History	Notes
Pers	onal Details					
First	Name		Paul			
Last	Name		Smith			
Ema	il Address		paulsmith@gma	il.com		
Orga	anization Unit	1	/icertis.com			
Туре	e Of User		Internal			
Is Ac	dministrator		Qn			
Supe	ervisor User					
Hier	arch <mark>y</mark> Level		1			
Is Au	rthorized Sigr	natory	On			
Acce	ess Expiry Dat	e	July 1, 2016 12:0	0:00 PM		
State	us		Provisioned			
Wor	k Details					
Edit	DeProvisi	ion				

Note: Click Edit to edit the user information.



Details

User			_	1				1
Details	2	Team	3	OrgGroups	4	Security Groups	5	User Groups
Personal Det	ails							
First Name *						Paul		
Last Name *						Smith		
Email Address	*					paulsmith@gmail.co	m	
Organization	Unit *					/icertis.com		
Type Of User						Internal		
Is Administrat	or					On ⑦		
Supervisor Us	er							\oplus \otimes
Hierarchy Lev	el					1.00	0	
Is Authorized	Signato	ry				On ⑦		
Access Expiry	Date					July 1, 2016 12:00:00	PN III	0
Work Details								
Next								

On the **Details** page, edit the user information if any and click **Next.**



Team

On the Team page, Add or remove the desired team members and click Next.

Team 🕂		4 Joecanty Gloups 5 Oser Gloups
	CLM Admin Primary Owner	& Ernie Steel Approver
		×

OrgGroups

On the **Org Groups** page, click the icon. The *Select Org Groups* page appears.

To add an Org Group:

• On the Select Org Groups page, select the appropriate Org Group and click Add.

Alternatively, click the search the Org Group.



Select Org Gro	ups		×
Search		Q ×	
Traine	e_Org_Group		~
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Add Cancel			

• Click Next

Security Groups

On the **Security Groups** page, click the icon. The **Select Security Groups** page appears.

To add a Security Group:

• On the **Select Security Groups** page, select the appropriate Security Group and click

Add. Alternatively, click the **Lease** icon to search the Security Group.



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	Default	Demo Security group	ExternalUsers	ExternalUsersWithLo
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	14			
Add	Cancel			

• Click Next

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1 Details	^s 2	Team	3	OrgGroups	4	Security Groups	5	User Groups
Security	Group (•	Ð						
🖧 Trainee	es Group							
			1	×				
Previous	Next							



User Groups

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On the **User Groups** page, click the icon. The **Select User Groups** page appears.

To add a User Group:

• On the Select User Groups page, select the appropriate User Group and click Add.

Alternatively, click the Loop for to search the security droup.	Alternatively, click the	9	icon to search	the Security Group.
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	Legal Head	Trainee Users_Test	CM Administrators	
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Now, on the **User Group** page, click **Update** to update the user information.



Edit User	······································		S	14
1 Details	2 Team	3 OrgGroups	4 Security Groups	5 User Groups
User Group	÷			
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