

## **Table of Contents**



## **Replace Users**

ICM allows replacing existing users with another user. If you are a user with administrative privileges, you can replace a user for a particular team or user group.

## To replace a user:

- 1. On the ICM Homepage, click Admin.
- 2. On the **Organization Details** page, click **Users.**



3. On the Users page, click Replace User alongside the user that you want to replace.

All Users PON Users Gault Users							Main Stanform.	* *	
Search For	۲	Star spect form.				9 *	00	<b>a</b> =	
Send field.	+	Vev	Fest Name	Administrator	Email (D	State :	Last Name		
		0	Vingal	Auba.	wropek Shoule Brown Ltt.	Demoktumeil	thouse	Replace Lines	-
			Arest	Adapt	and a partners protein.	Concerned.	Honal	Replace Lines	
			Instance.	The	patiench and seals.	Provinced	tine	Report Ver	
		•	Mahaller	Nature 1	where Datados arents	Producted	Fairmer	Replace Lines	
			Internal	Tatai	signate (decoder area).	Provident .	Signatory	Applace Lines	
			Test	Talia	Wheel Development	Proceed	the .	Peptace Lines	
			vires.	Talar	West Cold and Decadors.	Inconcel	Geboal	Replace Local	2
			personale.	fata.	Mean Decision annual.	Ondel	um i	Report Line	
			Corpolite	214	geophic technologies.	Cristel	Techorda	Replace their	

- 4. On the **User Replace** page under **Select User**, select the user you want to replace with the current user.
- 5. On the **User Replace** page, under **Select Action** page, select the team(s) in which you want to replace the user. Alternatively, you can also search the user by entering the name of the user

and then click **\_\_\_\_** icon.



Select Action(s)		Select User	Search User	Q 2
Agreement Team Template Team Clause Team Rules		& CLM Admin cimadmin@waadicm.onmicr_	Purchase Manager PurchaseManager@waadicm	Carl User tester@waadicm.onmicros
User Groups	¢	Sachin Badgandi Sachin Badgandi@waadicm	Prajakta Sane Prajakta Sane@waadicm.o	Å John Doe Johndoe⊉waadicm.onmicr
		Replace User Cancel		

- 6. Click **Replace User.** A message appears: **User replace request submitted. Please check back after you receive notification email.**
- 7. Click **OK.** This replaces the user with the current user.