My Users - Modify User

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DOCUMENT DETAILS

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Document Name	My Users – Modify User
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This guide will show you how to efficiently modify existing user accounts by updating profile information, removing and assigning services within the Dubai trade platform.
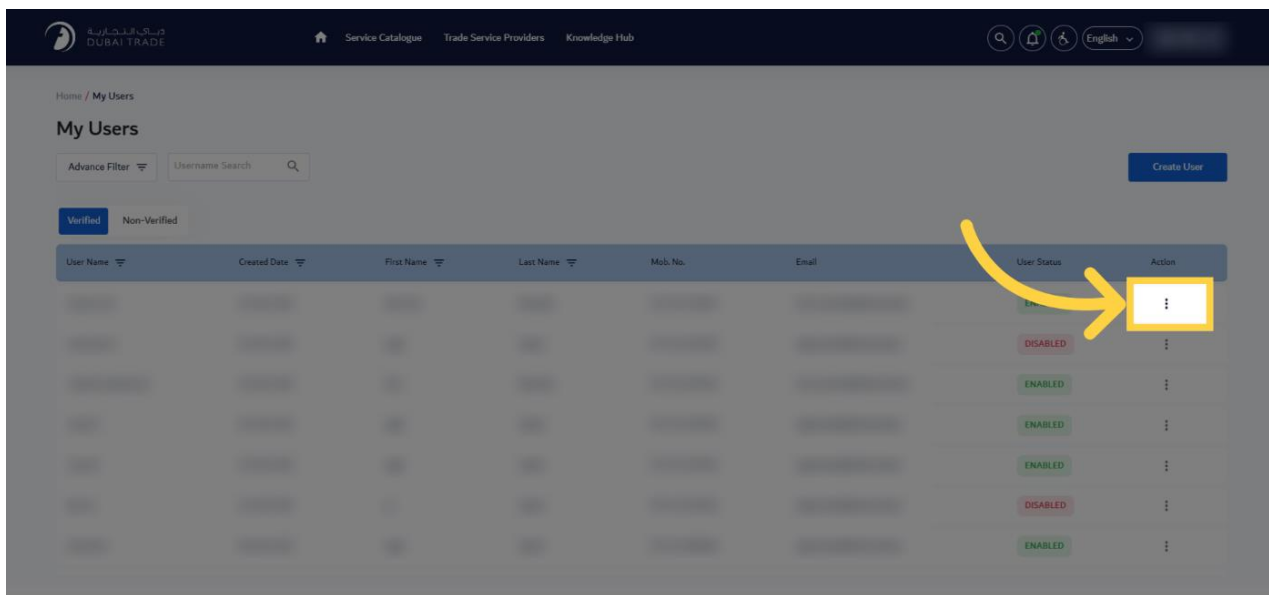
1. **Modify User**

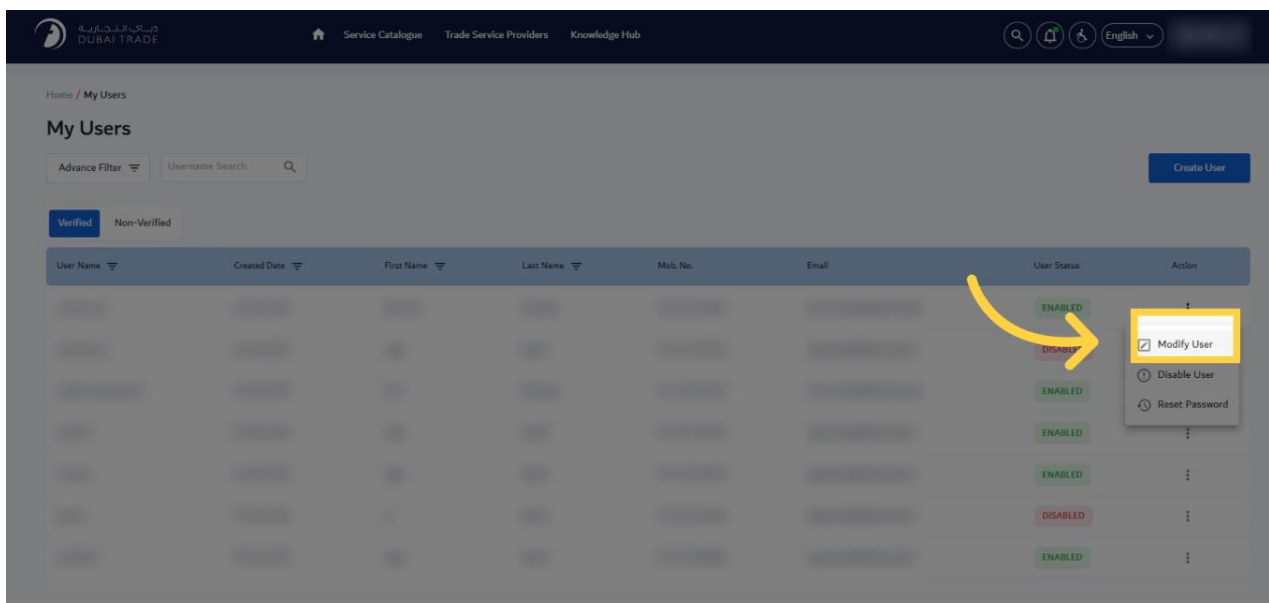Locate and select the specific user you want to modify from the list.
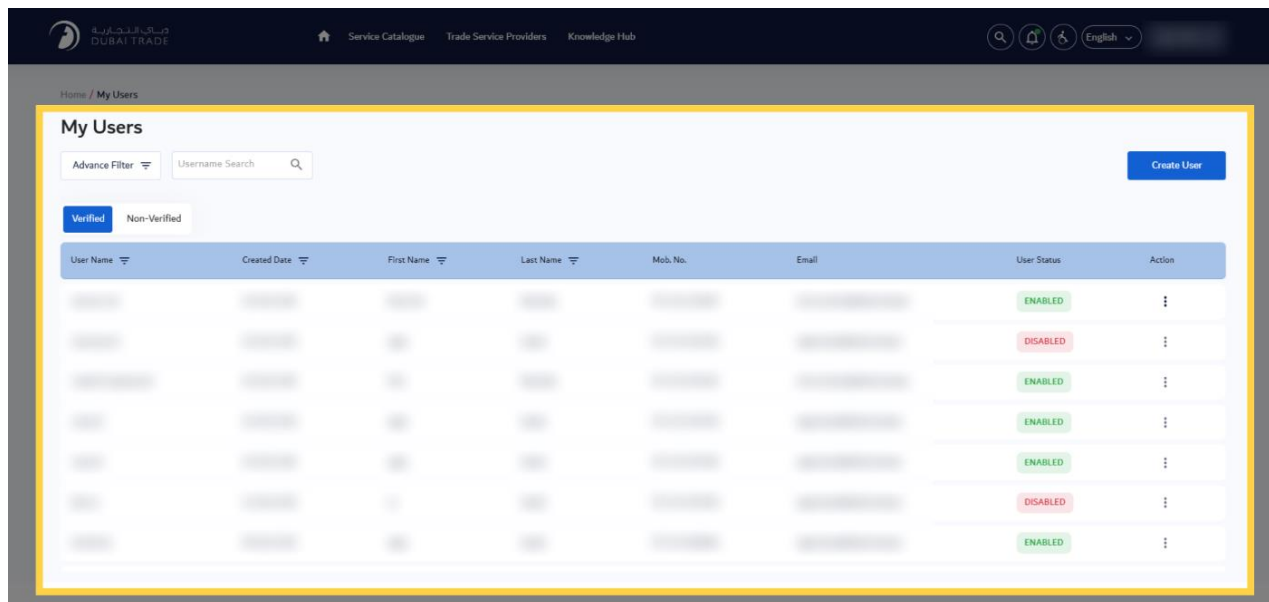
You may use the advanced filter or specific username search to refine the results.

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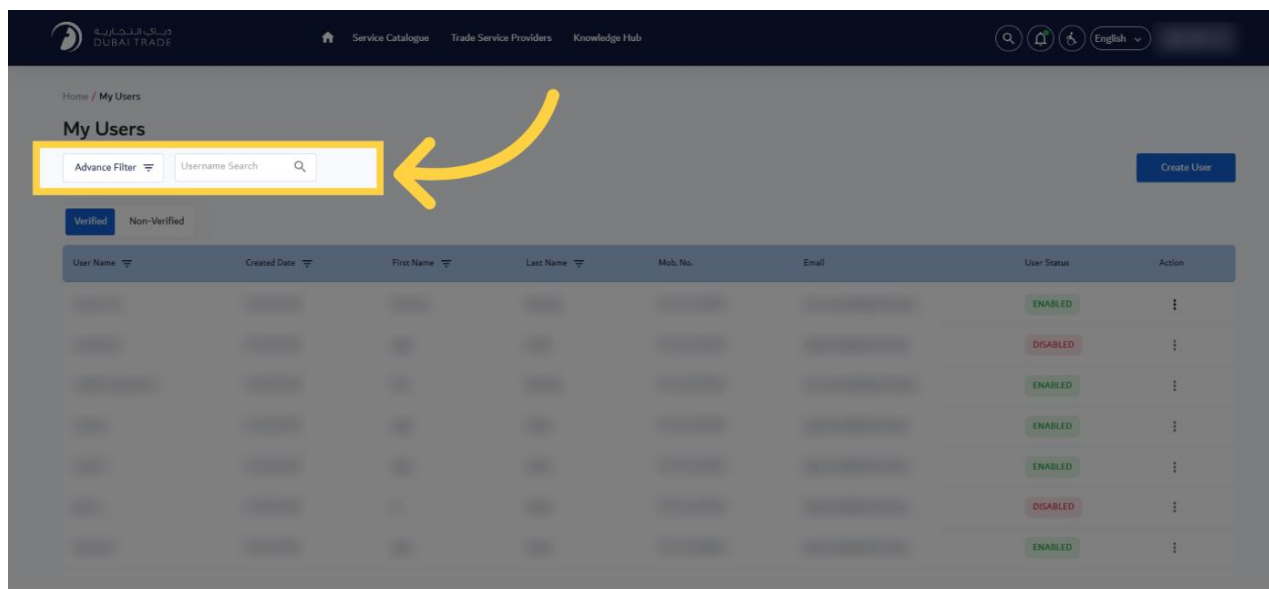
Click on the "action" icon for the user you want to modify

Choose the 'Modify User' option to edit user details and permissions.

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Edit the necessary information on this page, if required.

Click Next to proceed to the roles and service assignment page.

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Enable or Disable the necessary permissions by selecting or deselecting Business Units and or Agent Codes.

A warning message will appear should you try to deselect any pre-assigned business unit or agent codes from a user. Click "**Proceed**" to commit changes or the "**X**" icon to go back.

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Then click "Go to Assign Services" to manage user service access.

Grant more accesses by selecting the preferred services from the available list.

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For services that are moved to the Single Window platform, you can choose the privileges required for that particular service.

When a service is selected, all its applicable privileges will be selected. Or, You may deselect and choose specific privileges instead.

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Add the selected services to the user's profile by clicking **'Add to Selected'**.

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All the assigned services will appear in this section.
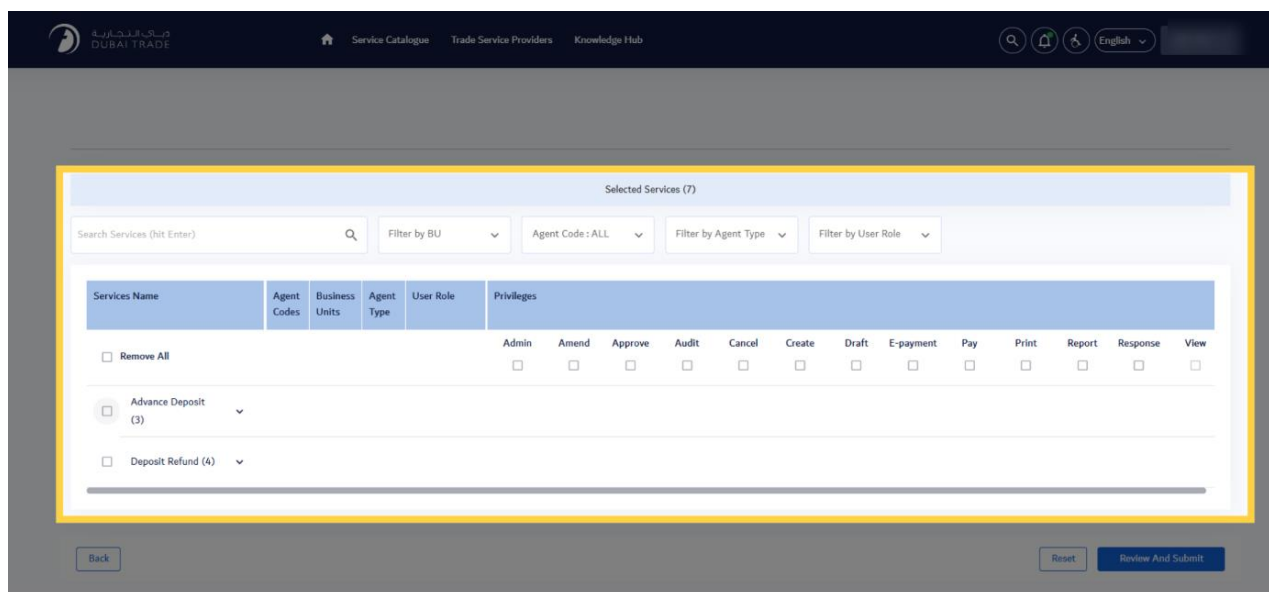
To remove services from the user's account, you may choose to "**Remove All**"
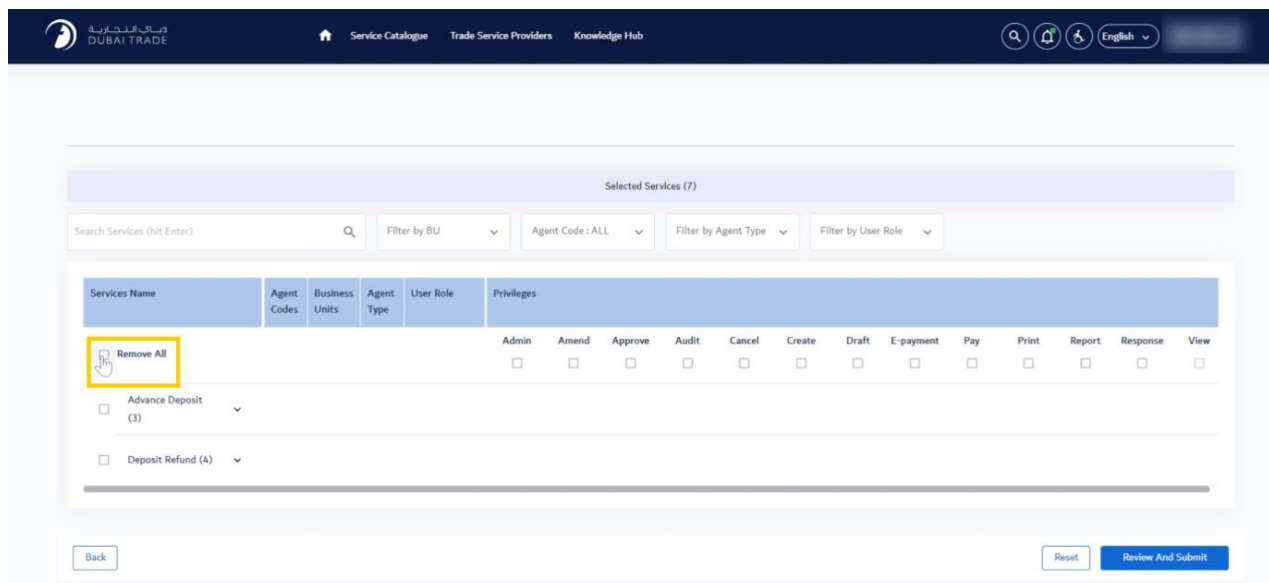
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or select specific service from the 'Service Selected' section.

Confirm by choosing "remove selected" or reset by choosing "clear selection".
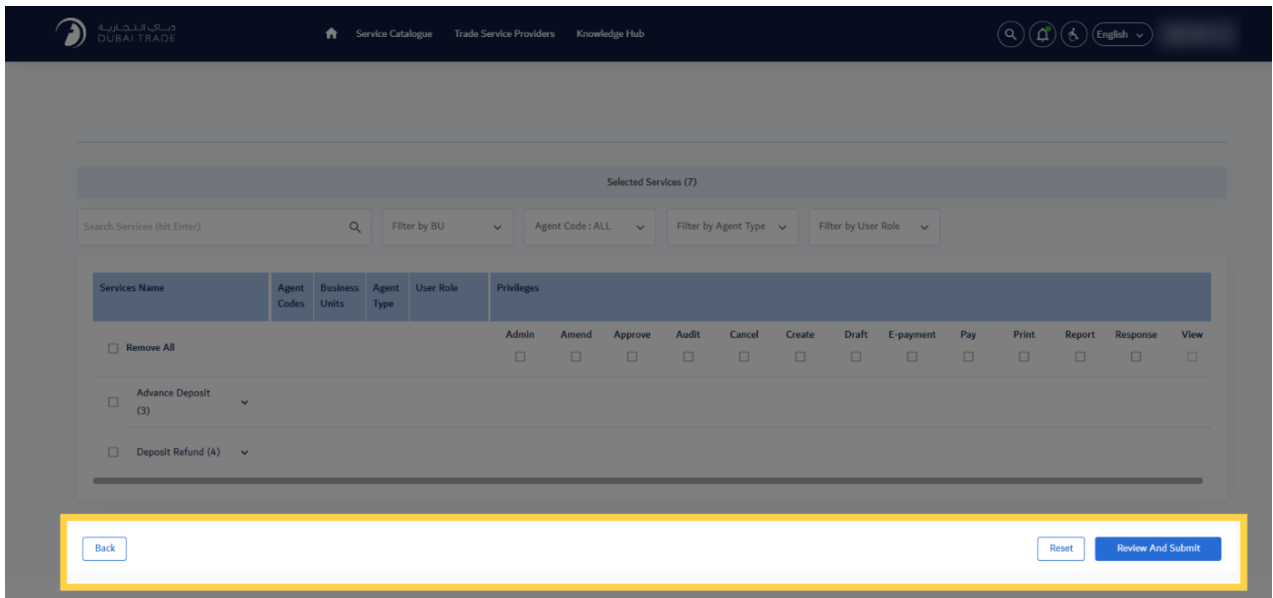
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Review and Confirm the submission by selecting "**Review and Submit**". Or you may choose to Reset or Go Back.

Click on "Submit" to confirm the changes.

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Click Yes to complete the modify user transaction.

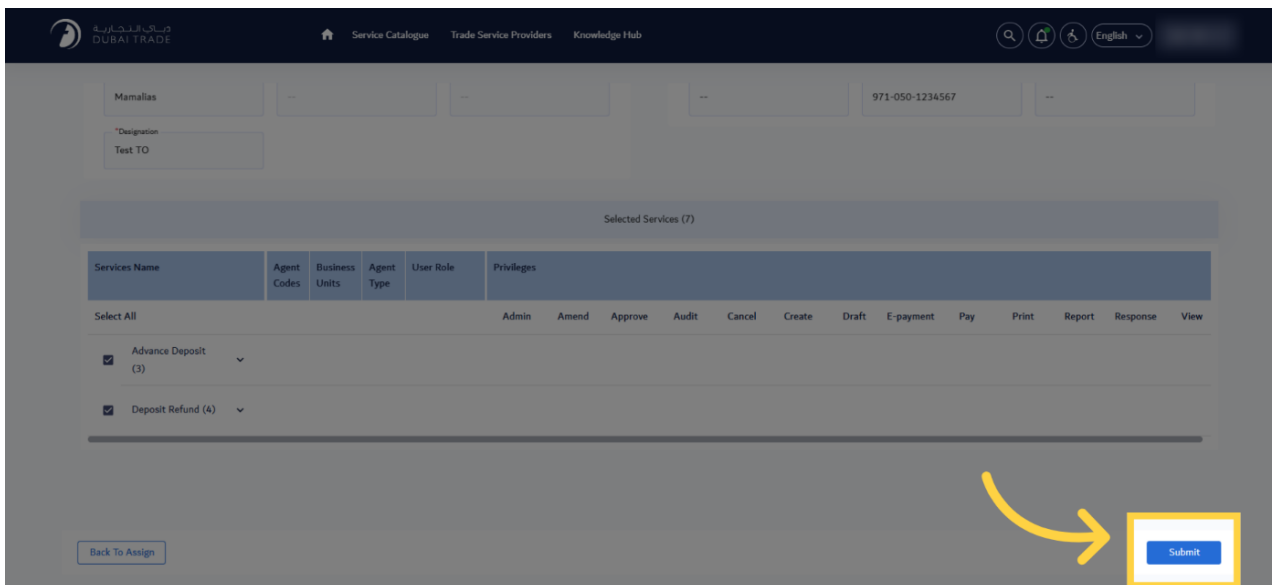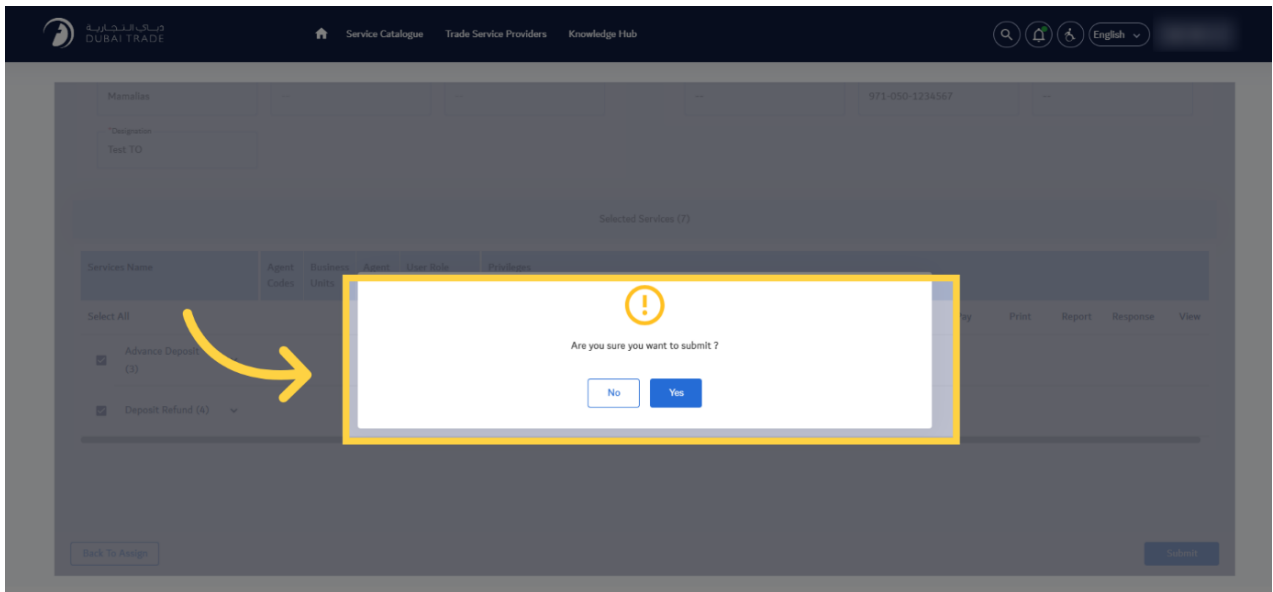Acknowledge the success message indicating the user account was amended successfully. Return to the 'My Users' list to view updated user information and ensure all changes are saved and the user has the correct access rights.
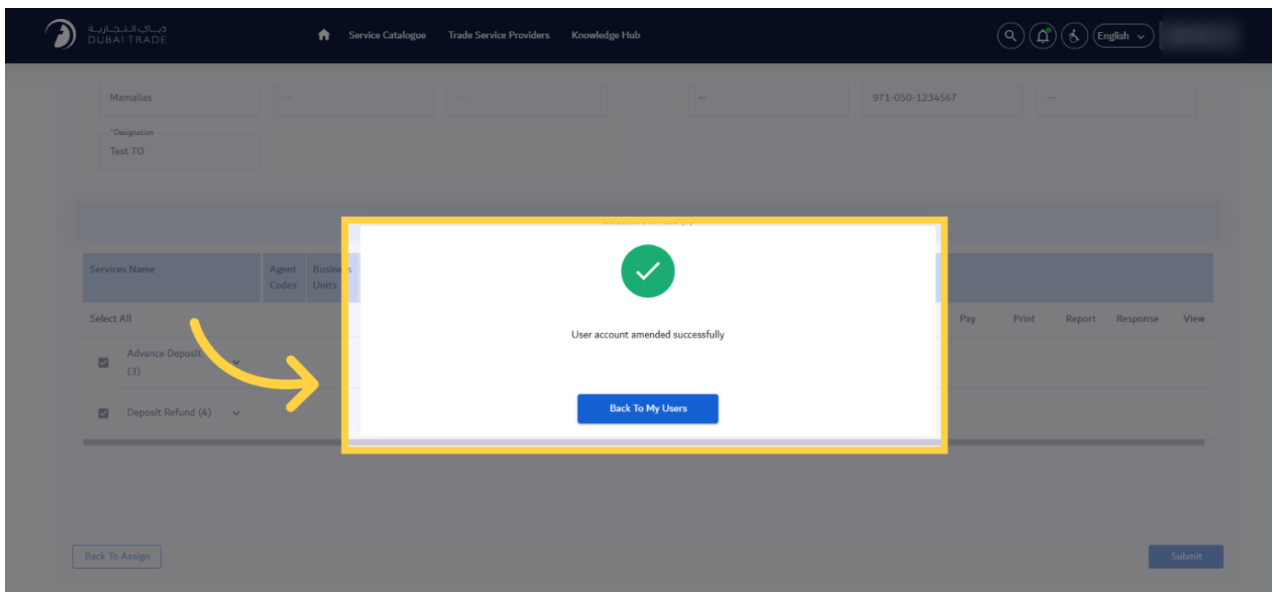
This guide walked you through modifying a user account in the Dubaitrade platform, including updating personal details, assigning roles, and configuring service permissions. You learned how to review and submit changes to successfully update user access.

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