Editing a User

To change a user's information, click the username in the Users List (or use **Actions → Edit**) and open the **Edit** tab. The form is the same as in Creating a User, with these differences:

- **Username** can't be changed here. Use Rename User.
- **Service Profile** can be changed here only by a system administrator, and the change is direct (no charge, no refund). Use Changing Service Profile for normal profile changes.
- **Password**: leave it empty to keep the current password.
- **Parent, Site, Group** and **Advanced Details** stay unchanged if you don't have the related permission.
- Users marked **Restricted** can be edited only by a system administrator.

> If the setting *Disconnect On Update* is enabled (*Settings → Advanced*), saving the form disconnects the user if online, even for a small change such as Notes. The user reconnects automatically with the new settings.

Every change is recorded in the user's **History** tab.

Required permission: Users - Update

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