

User Profile Updates New User Profile Functions in dita Manager

April 2022

Key Updates to User's Profile

What changes have we made?

We've improved layout and navigation of the User Profile page to ensure you have all the important information at a glance. Key updates include:



Updated Layout and Navigation Addition of Administrator Notes Address Validation Capability



	Live
	ACTIONS -
Jane Davies	🖋 Edit User
Role Luser	Add New Address
Username jane.davies Email janemariedavies@gmail.com	Add New Note
Telephone 111222333444 Last Logon 27 Nov, 2020 07:23 AM	Assign modules
	Assign Forms
	Madd to Groups
roups Modules Courses Competencies Resources Forms Learning Pathways Documents Notif	Add Qualification
	Add Licence
Position Account Executive	Add Membership
Teams Financial	4 Change Password
	8 Re-send Login Details
	★ Set as Administrator
House Suite 38 2 Benson St, NG QLD 4066 / Edit	🖂 Send Email
Davies (0411222333)	



We've improved layout and navigation of the **User Profile** page to ensure you have all the important information at a glance. New additional **TABs** on the profile page showcase the **Users Details** and any **User Notes** added by an Administrator.

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	Modules	30		Role	A User				
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	Forms		10000000						
*	Jobs & Projects	Employee Number	0001			Position	Account Executiv	/e	
	Documents	Date of	Not Set			Teams	Financial		
Â	Organisation	Birth	Net Cet						
94	Access Licences	Gender	Not Set						
9	Contractors	Address (Home)	Benson Hou TOOWONG	ise Suite 38 2 Benson S QLD 4066 🖋 Edit	t,				
A	Visitors	Emergency	Jennifer Da	wies (0411222333)					
		Contact							
0	Help								





Easier Navigation

The updated user profile pages provides a clearer overview of the user and allows for easier navigation to find the information you need.

Adding Notes: Step 1 - User Profile Action

Navigate to a User's Profile via the Users Tab. When viewing the User's Profile, click on the Actions button and click on Add New Note.

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섵	Groups	User Profile						
*	Administrators		Jane Davies	5				
	Modules	90	Role	≜ User				
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Ø	Competencies		Telephone	111222333444 27 Nov 2020 07:23 AM				
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	Documents	Date of Not Set		Teams	Financial			
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a,	Access Licences	Gender Not Set						
9	Contractors	Address Benson H	louse Suite 38 2 Benson St, G OLD 4066 / Edit					
	Visitors	(none) recorrect	Davies (0411000000)					
		Emergency Jennifer	Davies (0411222333)					
0	Help	Contact						





Adding Notes: Step 2 - Type Your Notes

A pop up will appear and allow for you to type in your note. You can choose to give the note a **subject line**, or just type in the new note as needed.

 Manager Home Users Groups Administrators Modules 	Users // User Profile	Add New Note	×	
 Manager Home Users Groups Administrators Modules 	User Profile	Add New Note	×	
 Users Groups Administrators Modules 	User Profile			
 Groups Administrators Modules 	Cool Thomas	Cubicat (antional)		
★ Administrators<i>■</i> Modules		New Note Feature		
Modules		Note		
	2.4	Look at this new Feature. Isn't it amazing?		
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Jobs & Projects	Data Californi			
Documents	Date Subject			
1 Organisation	1:50 pm Profile Pi	icture Hey! That profile pic isn't Jane Davies!!!		
4 Access Licences	Showing 1 to 1 of 1 Notes			
Contractors				
Visitors				
Help				





Saving the Note

Notifications Show Deleted Not Action Previous 1 Next Once saved, the system will capture the note information as well as the author and the time and date created.

Navigating the Notes Tab

The Notes Tab in the User Profile will display a list of notes created against that particular user. From this screen, you can choose an Action - either View Note or Delete Note.





Adding an Address: Step 1 - User Profile Action

Navigate to a User's Profile via the Users Tab. When viewing the User's Profile, click on the Actions button and click on **Add New Address**

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*	Administrators		Jane Davies	S			
	Modules	94	Role	≜ User			
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	Documents	Date of Not Set		Teams	Financial		
血	Organisation	Birth					
a.	Access Licences	Gender Not Set					
9	Contractors	Address Benson H	House Suite 38 2 Benson St	t,			
A	Visitors	(Home) TOOWON Emergency Jennifer	NG QLD 4066 ∂ Edit Davies (0411222333)				
	Help	Contact					







Adding an Address: Step 2 - Type Address Details

Once you've selected to add a new address, a pop up will appear for you to populate the address details. Choose the **Address Type** (for example, home), the **country**, and then start typing the address in the **address box**.

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ñ	Manager Home	Lusers / User Profile	🥜 Edit Address	×
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tol M	Groups	User Prome	Note: if an address of this type already exists, it will be overridde	n
*	Administrators		Address Type	
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盦	Library ~		Benson House Suite 5 2 Benson St, TOOWONG QLD 4066 Benson House Suite 58 2 Benson St, TOOWONG QLD 4066	
Lad	Reports 👻		Benson House Suite 55 2 Benson St, TOOWONG QLD 4066	V SAVE ADDRESS
	Forms	Groups Modules	Benson House Suite 53 2 Benson St, TOOWONG QLD 4066 Benson House Suite 50 2 Benson St, TOOWONG QLD 4066	ng Pathways Documents Notification
-	Jobs & Projects	Search:	Benson House Suite 49 2 Benson St, TOOWONG QLD 4066	
	Documents	Group	Benson House Suite 48 2 Benson St, TOOWONG QLD 4066 Benson House Suite 46 2 Benson St, TOOWONG QLD 4066	ription
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9	Contractors	1 Group(s) found		
	Visitors			
0	Help			
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