



User Profile Updates

**New User Profile Functions in
dita Manager**

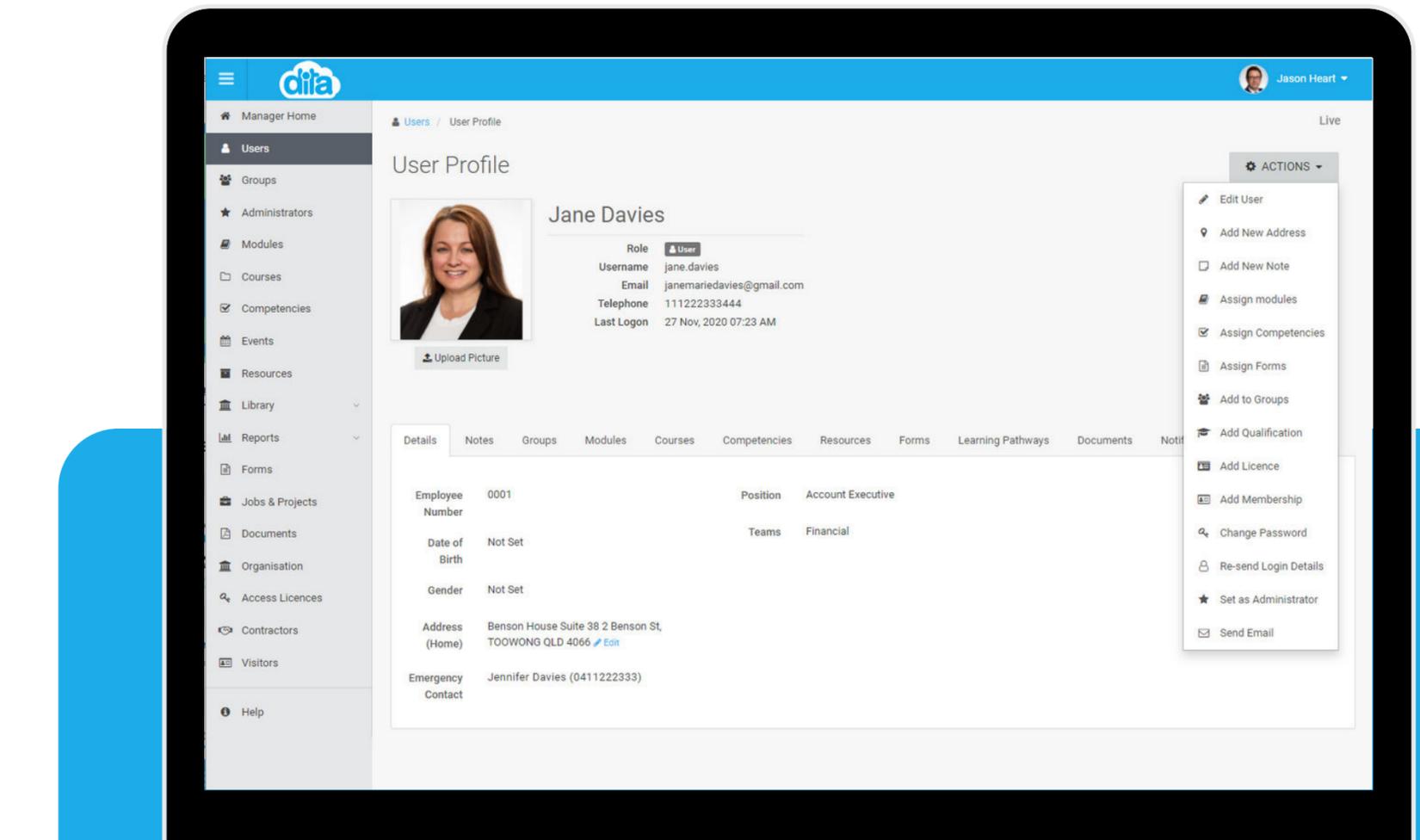
April 2022

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

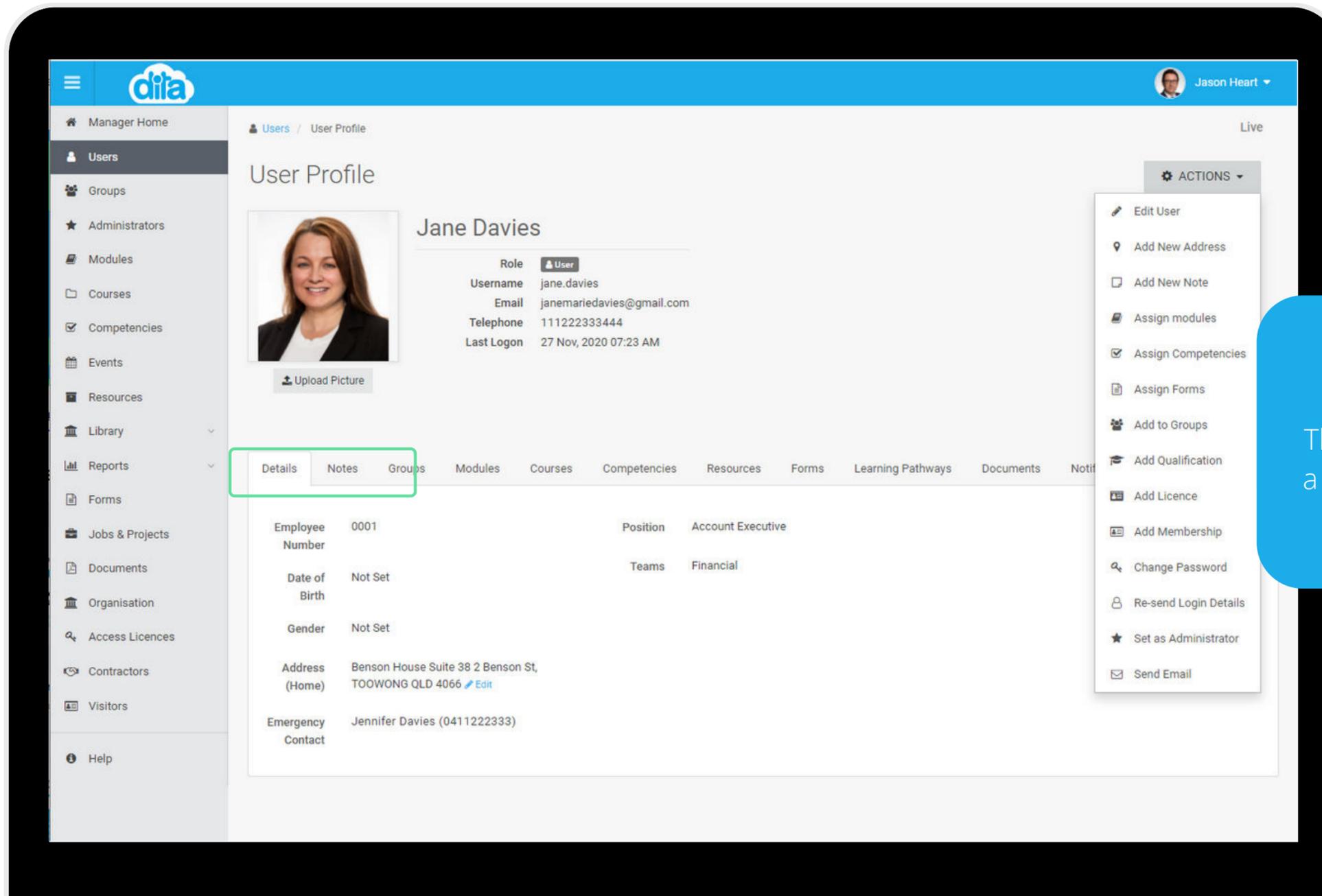


User Profile: Changes to the View



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.

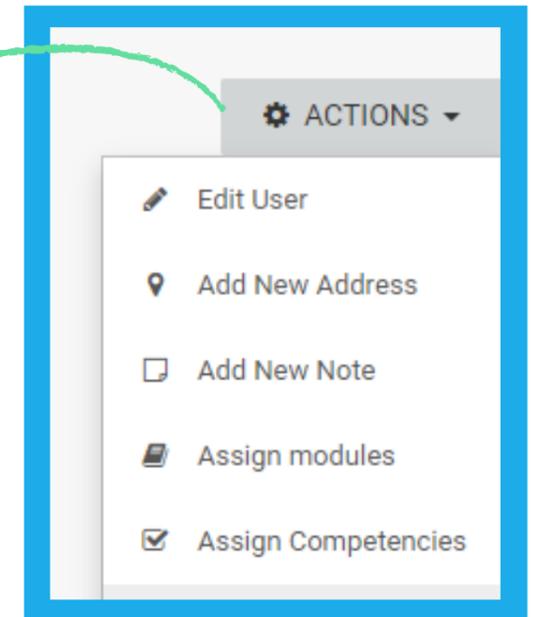
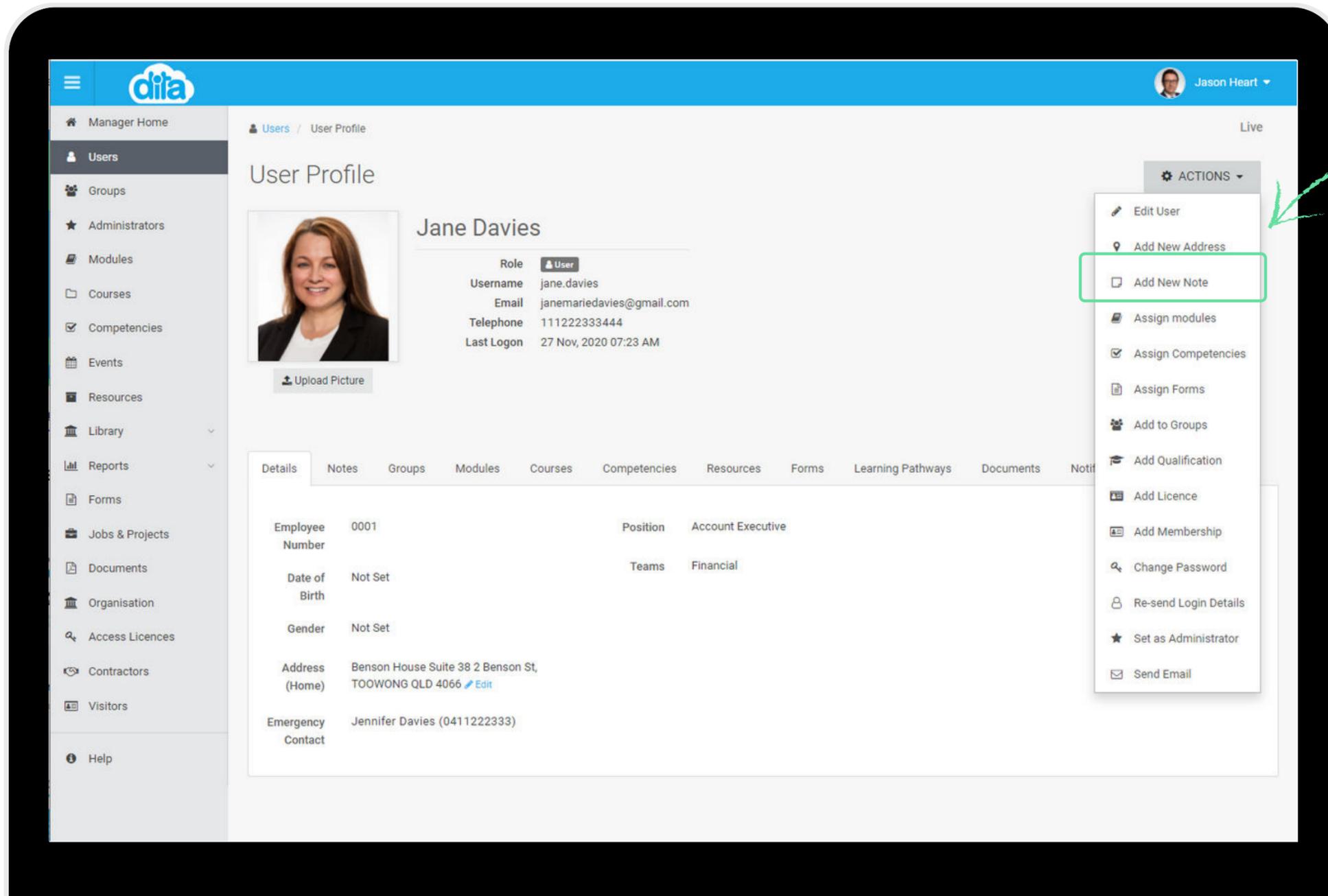
User Profile View



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

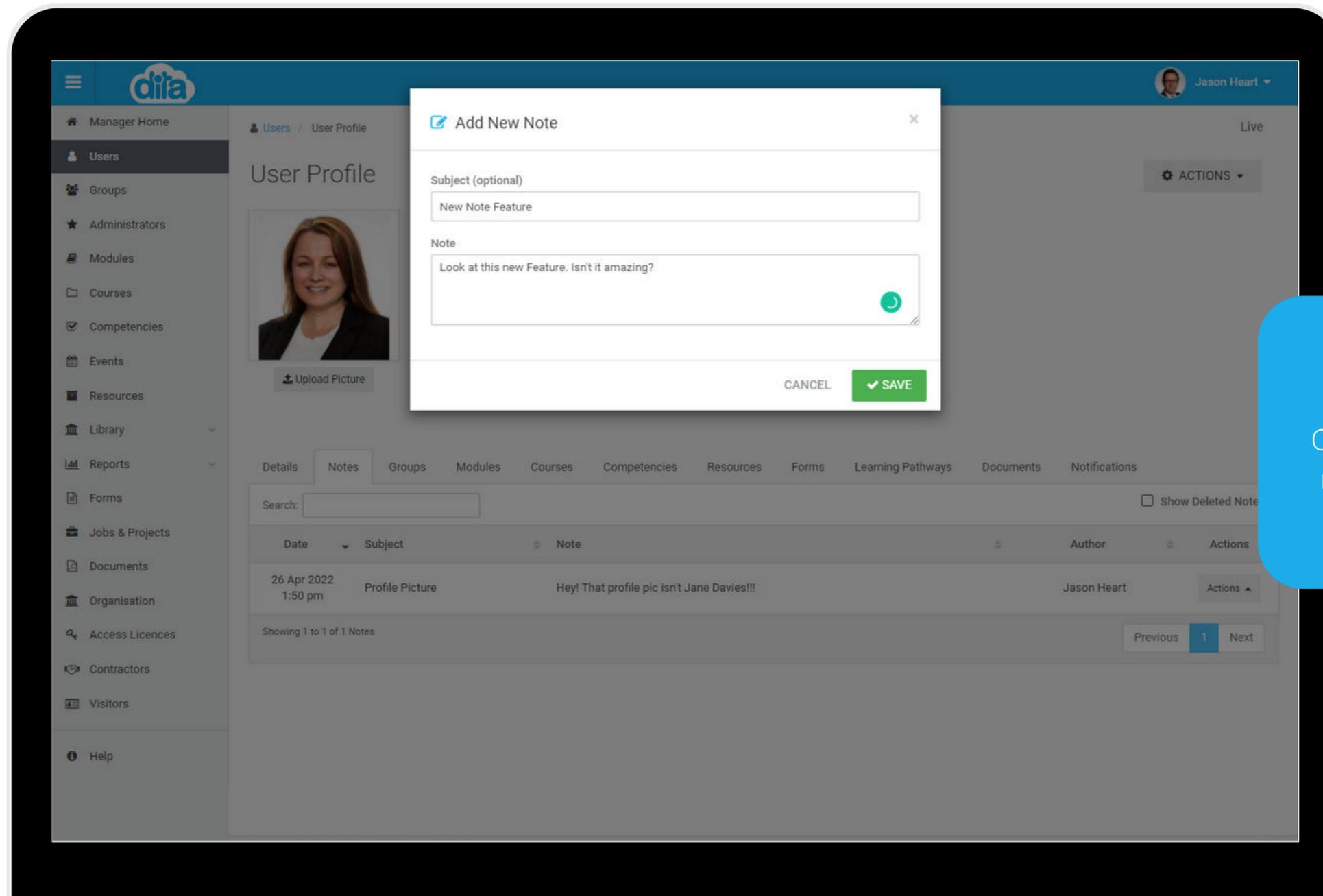
Navigate to a **User's Profile** via the **Users Tab**. When viewing the User's Profile, click on the **Actions** button and click on **Add New Note**.



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.

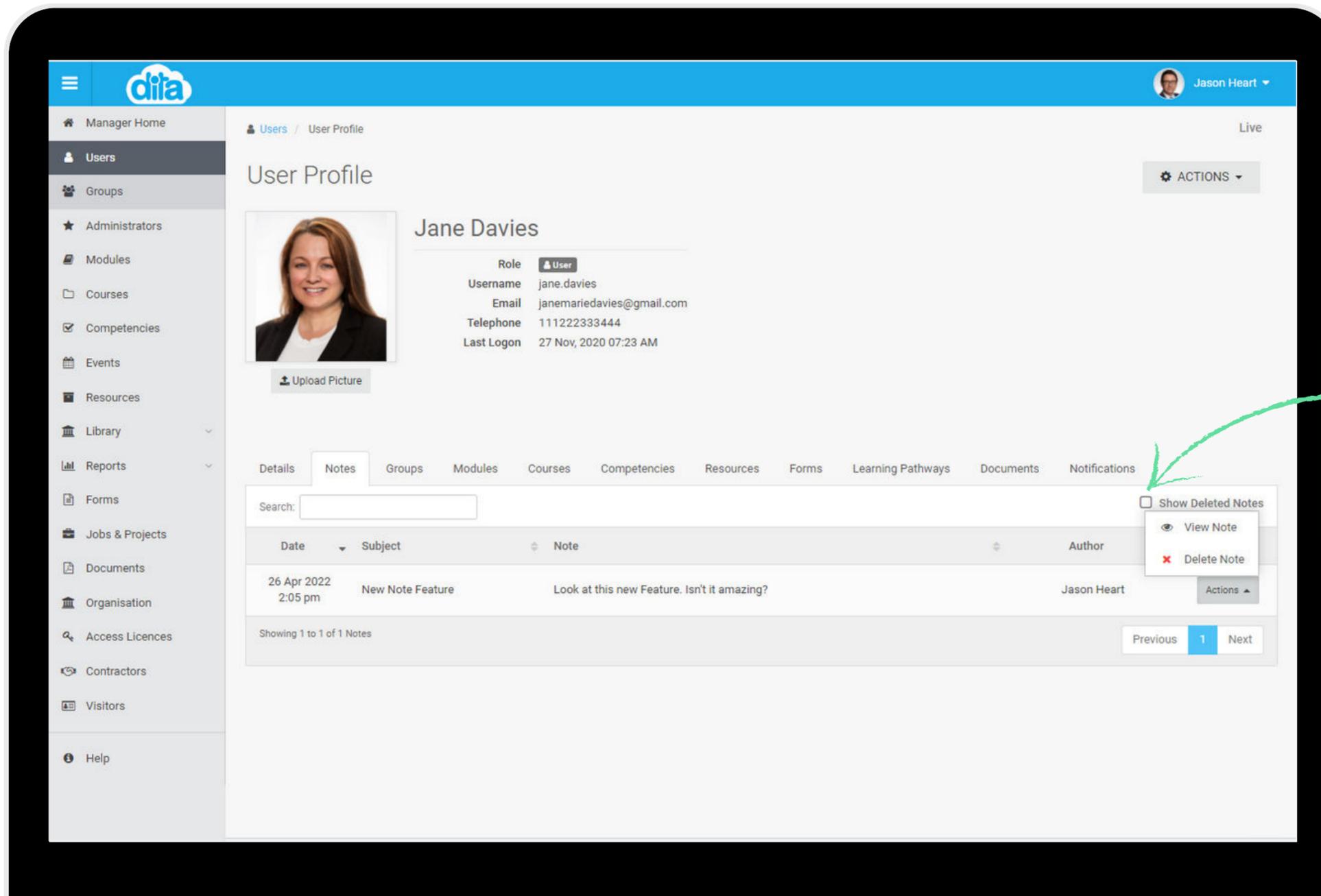


Saving the Note

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**.



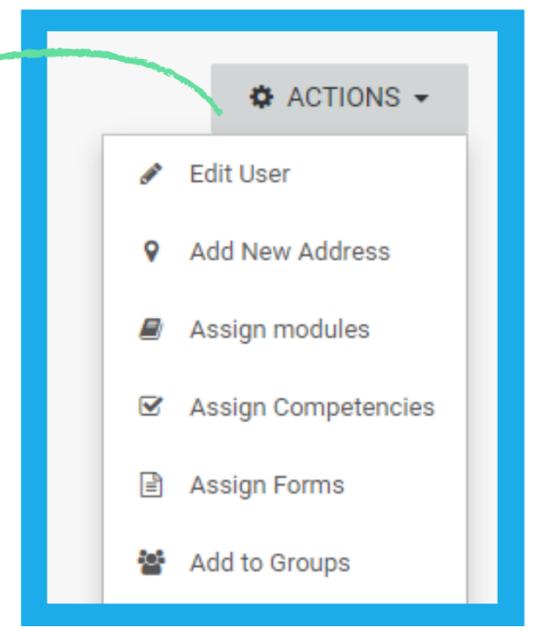
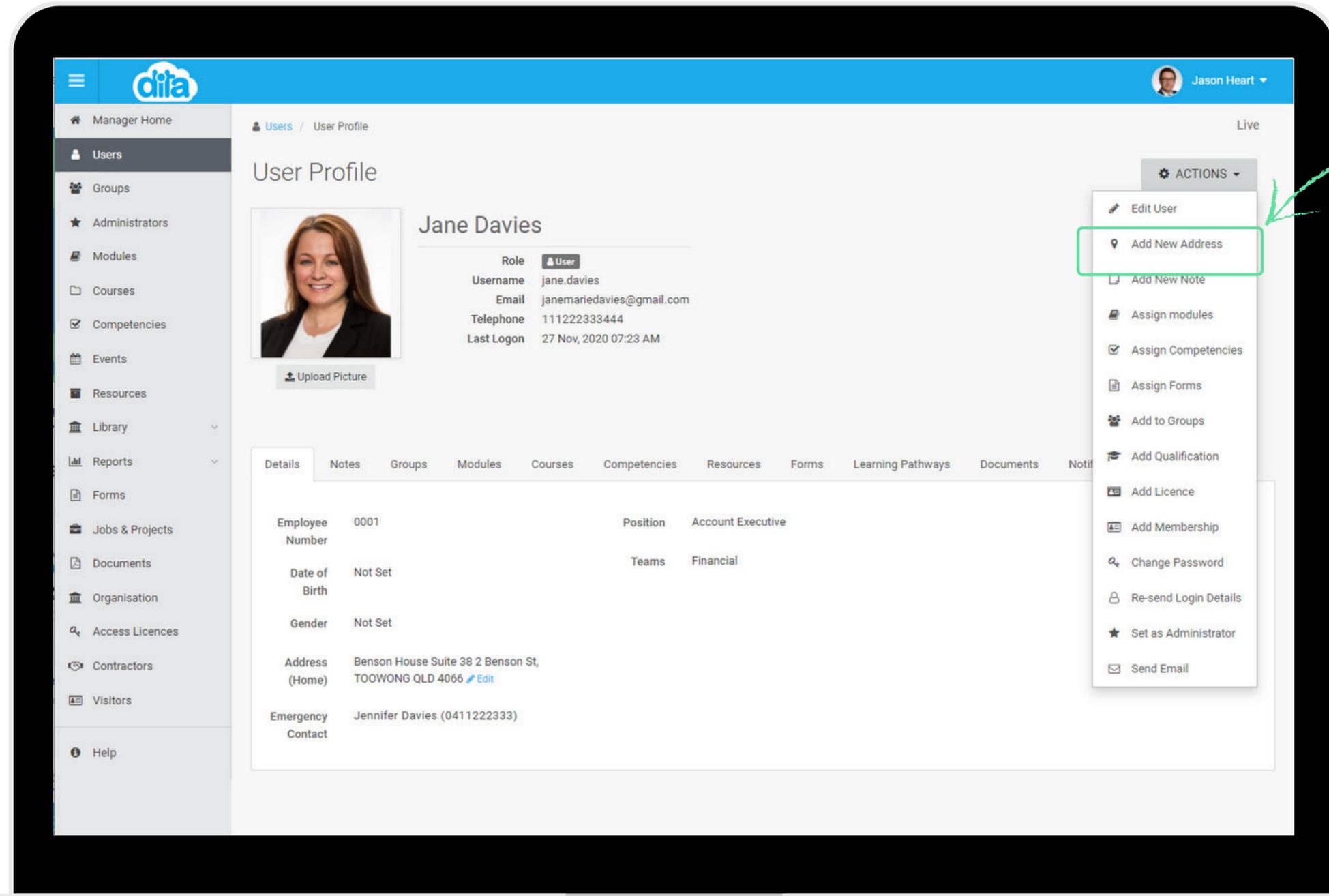
Deleted Notes
Once a note is deleted, it can still be accessed but ticking the **"show disabled notes"** checkbox.

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**

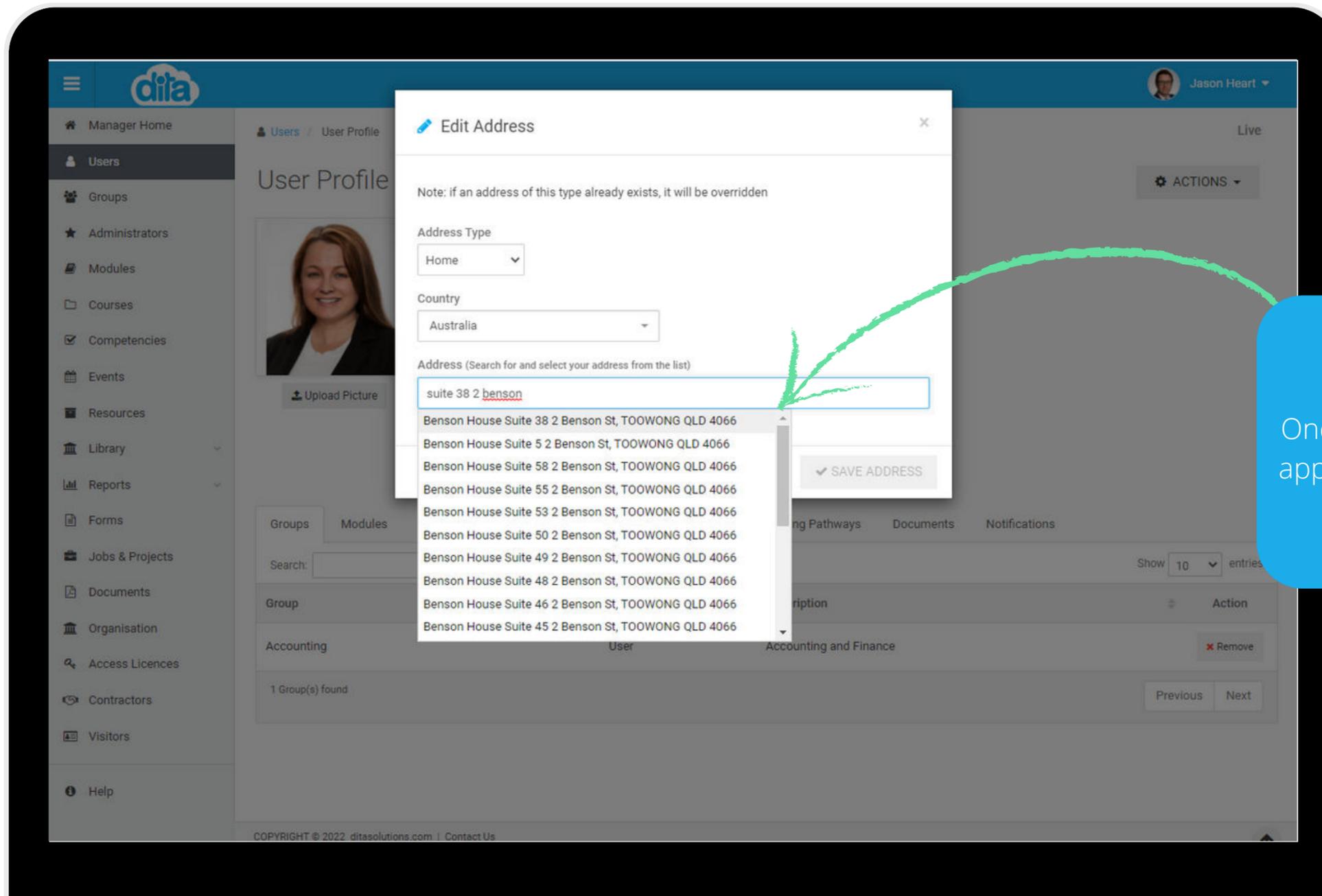
Adding an Address



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**.



Select Address

Once you start typing, a list of addresses will appear in the Address Box. Simply select the correct address from the list.