

Editing a User

User accounts can be easily accessed to update the user's information. Like creating a user, the ability to edit a user is permissions/role-based.

Steps to edit:

1. Navigate to the **Admin settings**.
2. Click the **Users** Link in the menu, and then click
3. **User management**.
3. Use the **Search** text box to locate the user.
4. Click the user's **User name hyperlink**.

User name ↑	First name	Last name	Persona ⓘ	Role ⓘ
Mannings555@gmail.com	Manning	Sam	Revenue Cycle Manager	Expert Admin

5. This opens the **Edit user** page.
6. Review and update the information as needed.
7. Click **Save and Close**.

Important Note: Once saved, notify the user to refresh the browser page or log out and then log in to view the changes.

Deactivating/Reactivating a User

User accounts can be deactivated and reactivated.

- Use the deactivate feature for a misspelled user email address. Then, create a new user account with the correct email address.
- Use the deactivate when an employee who has access to Saber Analytics leaves.

Important Note: User Management also provides a link to the User behavior audit log. This lets you quickly access a historical account of a user's actions. Use the **See History** link to access the User behavior audit log.