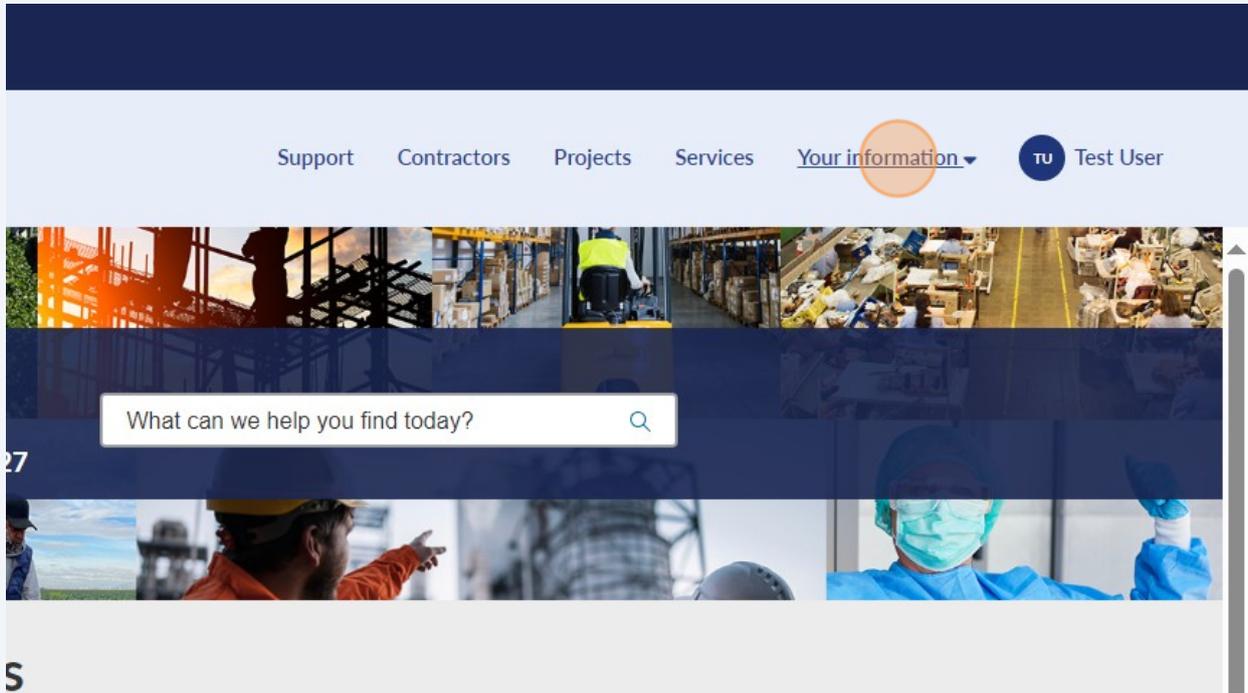


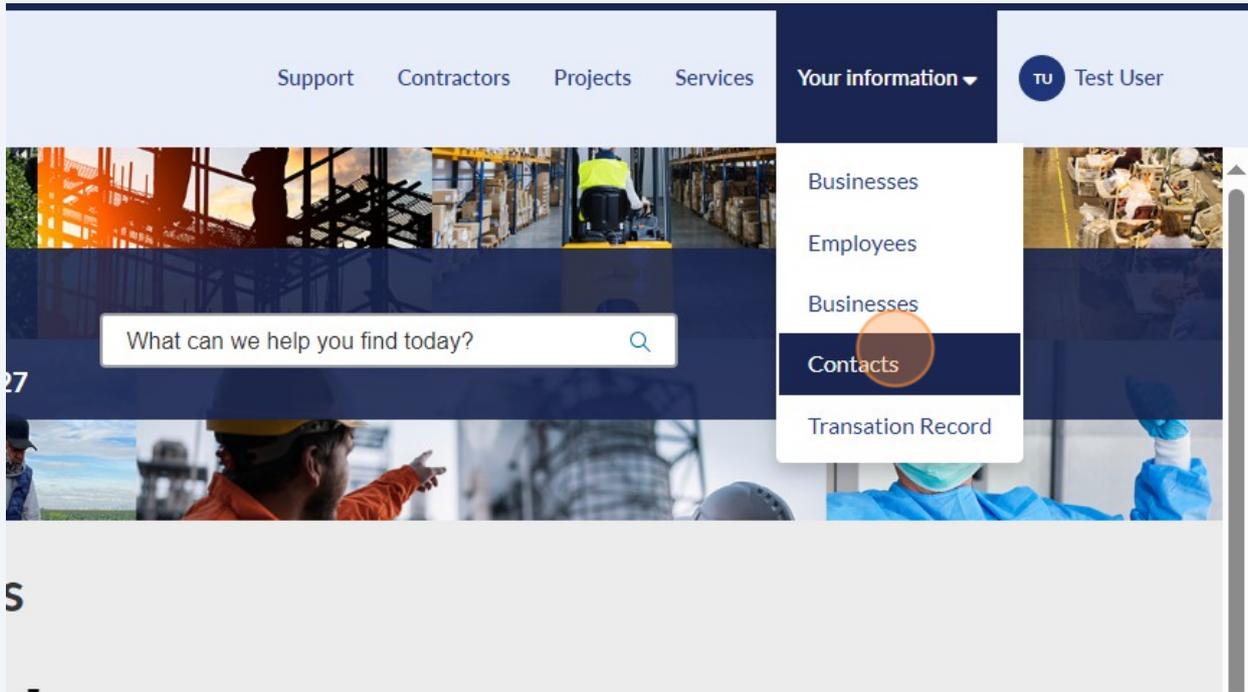
How to Update a User

1

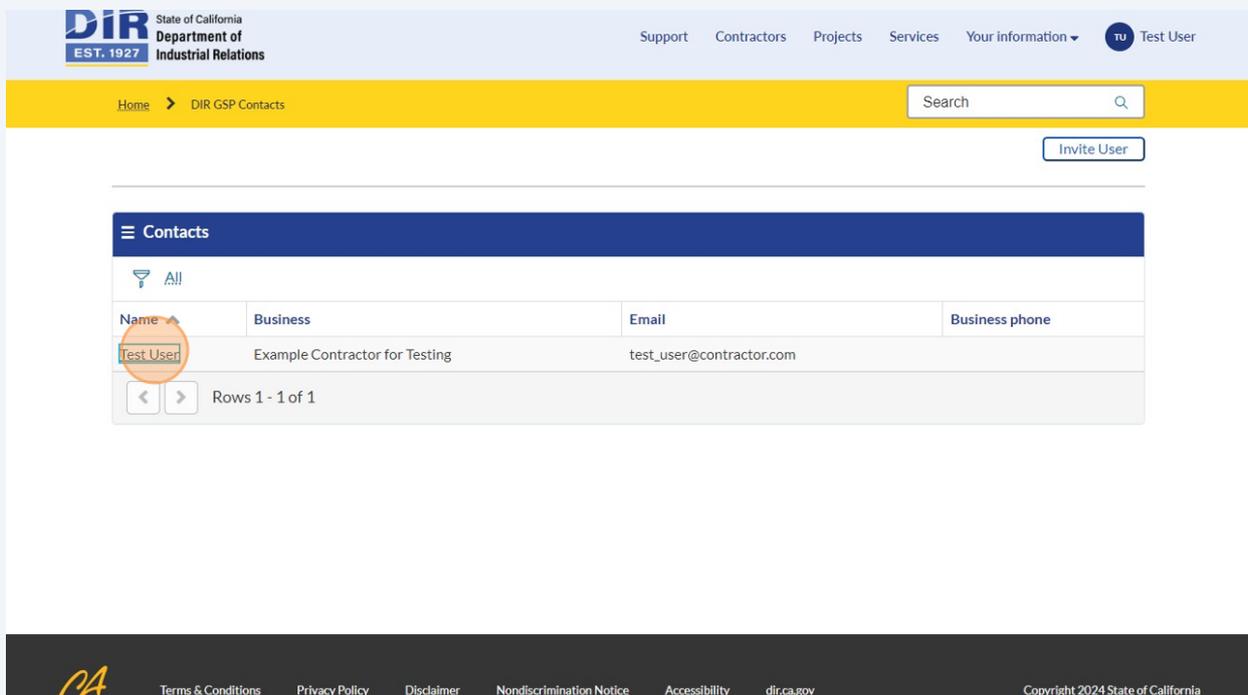
Log in to your contractor landing page using your username and password. Click "Your information"



2 Click "Contacts"



3 Click on the name of the user that you are trying to update.



4 Click "Update"

The screenshot shows the DIR website interface. The header includes the CA.GOV logo, the DIR logo (EST. 1927), and the text "State of California Department of Industrial Relations". Navigation links for "Support", "Contractors", "Projects", "Services", and "Your information" are present, along with a user profile icon labeled "TU Test User". A yellow navigation bar contains "Home > Contacts > Test User" and a search box. The main content area is titled "Test User" and features a "Details" table with the following data:

Details			
Title	Name	Business	Email
	Test User	Example Contractor for Testing	test_user@contractor.com
Business phone	Language	Mobile phone	
	-		

Below the table is a "Government service cases" section with a filter "All > Business contact > Test User" and a message: "No records in Government Service Case using that filter". To the right, a "Related Actions" panel has an "Update" button circled in red. Below it, a "Businesses" panel lists "Example Contractor for Testing".

5 Click on and update any of the fields.

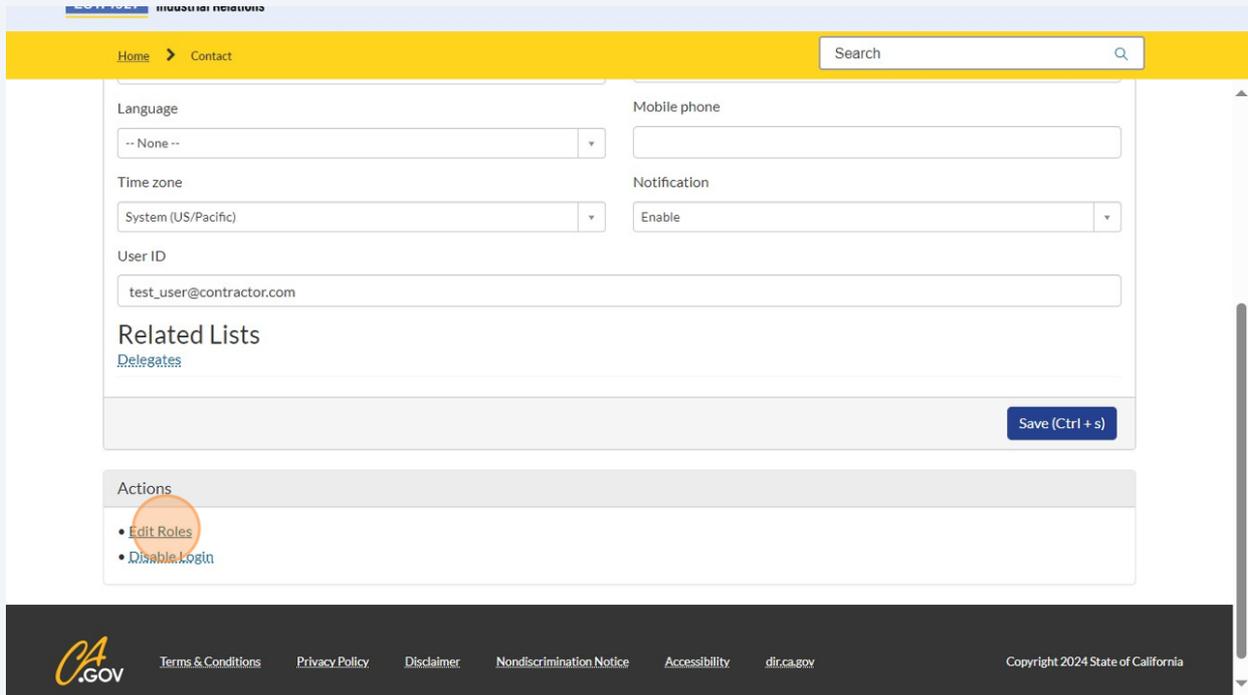
The screenshot shows the DIR website interface for the "Contact" form. The header and navigation are identical to the previous screenshot. The main content area is titled "Contact" and contains a form with the following fields:

- First name: Test
- Last name: User
- Title: (empty)
- Language: -- None --
- Time zone: System (US/Pacific)
- User ID: test_user@contractor.com
- Business: Example Contractor for Testing (dropdown)
- Email: test_user@contractor.com
- Business phone: (empty)
- Mobile phone: (empty)
- Notification: Enable

Below the form is a "Related Lists" section with a link to "Delegates". A blue "Update" button is located at the bottom right of the form area.

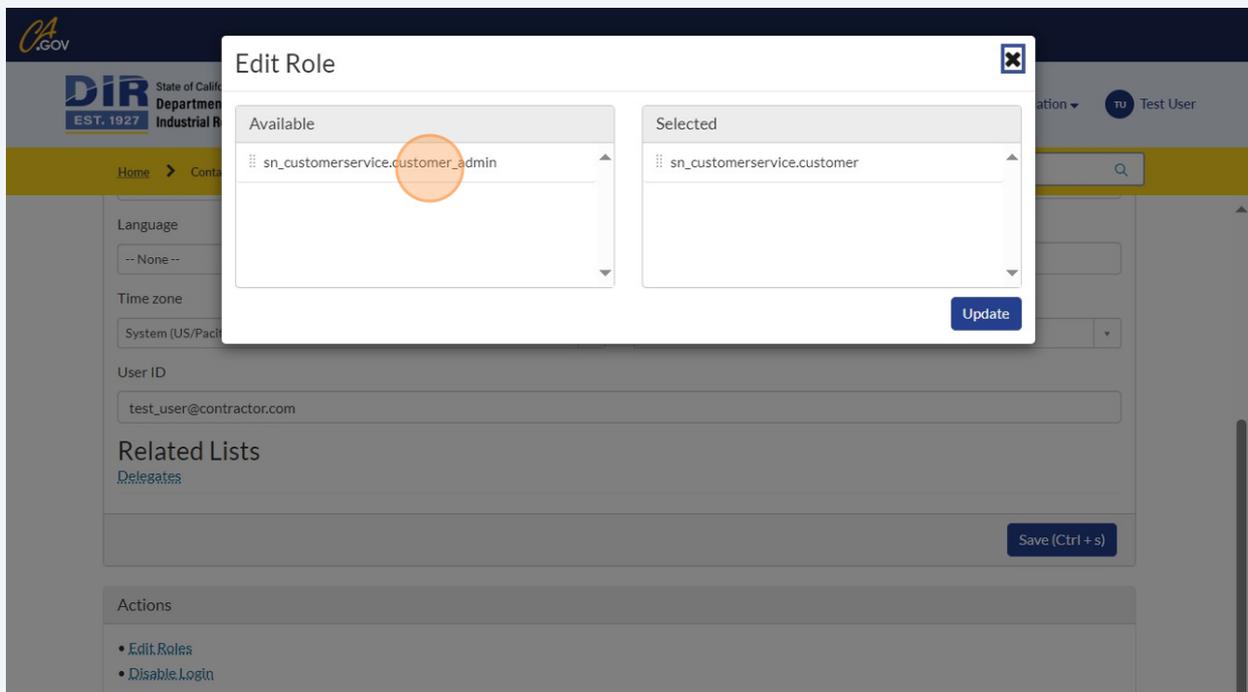
6

You can also disable the user's access by selecting "Disable User." You can also edit the role of the user by clicking "Edit Roles"



7

You can update those by dragging the roles from left to right or right to left.



8

Click the DIR logo in the top left corner to return to the landing page.

The screenshot shows the 'DIR Services - Home' page. At the top left is the 'CA.GOV' logo and the 'DIR State of California Department of Industrial Relations EST. 1927' logo. The top navigation bar includes links for 'Support', 'Contractors', 'Projects', 'Services', 'Your information', and a user profile icon labeled 'TU Test User'. A search bar is located in the top right. The main content area features a 'Test User' profile card with a 'Contact' section. The form includes fields for 'First name' (Test), 'Last name' (User), 'Title', 'Language' (None), 'Time zone' (System (US/Pacific)), 'User ID' (test_user@contractor.com), 'Business' (Example Contractor for Testing), 'Email' (test_user@contractor.com), 'Business phone', 'Mobile phone', and 'Notification' (Enable). A 'Related Lists' section is visible at the bottom of the profile card.