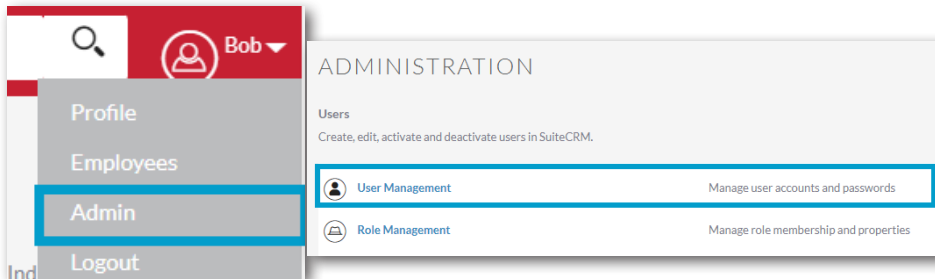


Visit support.fibrecrm.com for more info or contact your CRM Manager

Setting Up Users Bios/ Adding Personal User Details

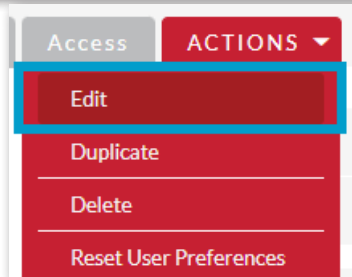
1. If you're an Admin and setting up another users profile navigate to the top right hand corner and select **Admin** and then select **User Management**.



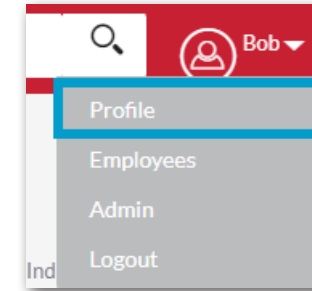
2. In the list of Users select the user you'd like to update and then it will take you to their **User Profile**.

Name	Username	Job Title	Department	Email	Phone	Status	System Administrator
Rose Walker	RW	https://demo.fibrecrm.net/andrews/rose.png		rb@fibrecrm.com		Active	<input type="checkbox"/>
Christian Pullman	CP	Partner		cp@fibrecrm.com		Active	<input type="checkbox"/>
Bob Smart	Bob	Partner		bob.smart@bob.fibrecrm.net	07540294664	Active	<input checked="" type="checkbox"/>
Nathan McGrath	MGC					Active	<input type="checkbox"/>
Oliver Grant	OH					Active	<input type="checkbox"/>
Owen Mackay	OM					Active	<input type="checkbox"/>
Ken Rozier	RR			Ken.Rozier@example.com		Active	<input type="checkbox"/>

3. Select **Edit** from the **Actions Menu** to add information and then scroll down to **Employee Information**.



4. If you're a regular user and setting up your own User Bio, navigate to your username in the top right hand corner and select **Profile** to go to your **User Profile**.



5. In **Employee Information**, fill in details such as **Job Title**, **Work Phone** and a **Description**. Once filled in this information can then be pulled through to create team/staff information in items such as **Proposals**.

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SAVE AND CLOSE SAVE CANCEL RESET USER PREFERENCES RESET HOMEPAGE

User Profile Password Advanced External Accounts Layout Options Smart search API Security Questions

USER PROFILE

EMPLOYEE INFORMATION

Employee Status: Active

Job Title: Partner

Department:

Reports to:

externalid:

IrisId:

IM Type:

Address Street:

Address State/Region:

Address Country: admin

Signature: https://demo.fibrecrm.net/andrews/assets/images/bob_signature.png

Description:

Work Phone: 07540294664

Mobile:

Other Phone:

Fax:

Home Phone:

IM Name: <http://dreamicus.com/data/face/face-04.jpg>

Address City:

Address Postal Code:

Photo: Choose File No file chosen

6. You can also upload a photo to your profile. Photos uploaded must be sized **300x277**.

7. Once you've filled in all the required information click **Save & Close**.

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SAVE AND CLOSE SAVE CANCEL RESET USER PREFERENCES RESET HOMEPAGE