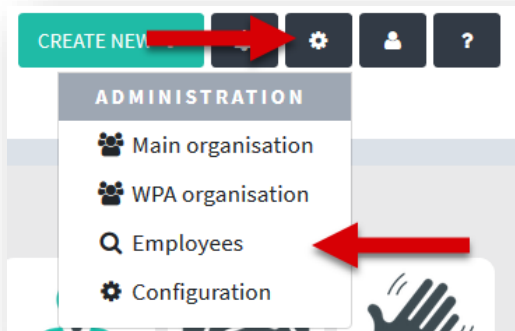
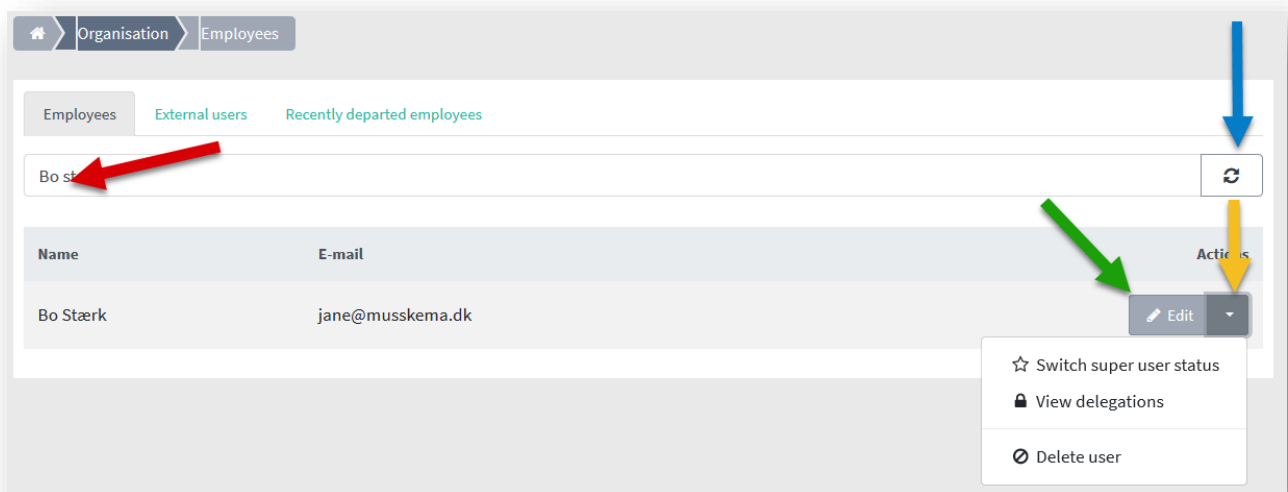


## Edit employee data



1. Select 'Employees'.



2. You can now seek out the employee by typing the name (red arrow) and then clicking the update icon (blue arrow). Then the employee arrives and you can click on the little arrow (yellow arrow) to switch the super user status, view delegations or delete the user. If you click the pencil / edit (green arrow), you can edit data.

## Edit employee ✕

Full name

Username

Email

Birthday

Language in question sheets

System language

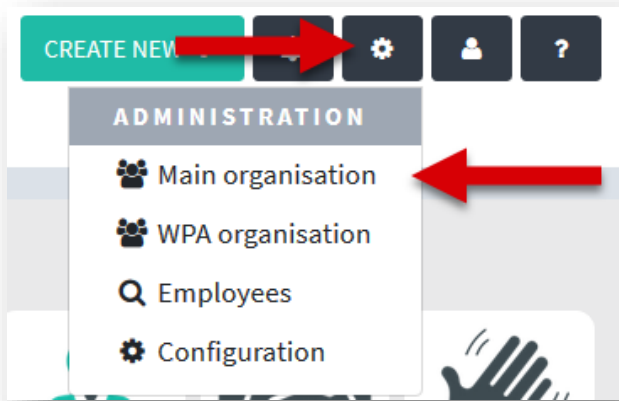
Gender

 Male  Female

Allow this employee to make TDP dialogs  
*This feature is monitored - this is not meant as a cheap way to do EDP!*

Save and close

3. You can now edit the employee's data. The employee can also edit the same data – except for granting him- or herself the role as a TDP manager (see below).



4. You also have the option to edit the employee from the 'organisation view – Select 'Main organisation'.



5. Select the team you want to access.



6. Select the pencil (red arrow) next to the employee you want to edit.

## Edit employee ✕

Full name

Username

Email

Birthday

Language in question sheets

System language

Gender

Male  Female

Allow this employee to make TDP dialogs  
*This feature is monitored - this is not meant as a cheap way to do EDP!*

Save and close

7. Now you can edit the employee's data. The employee can also edit the same data – except for granting him- or herself the role as a TDP manager (see below).