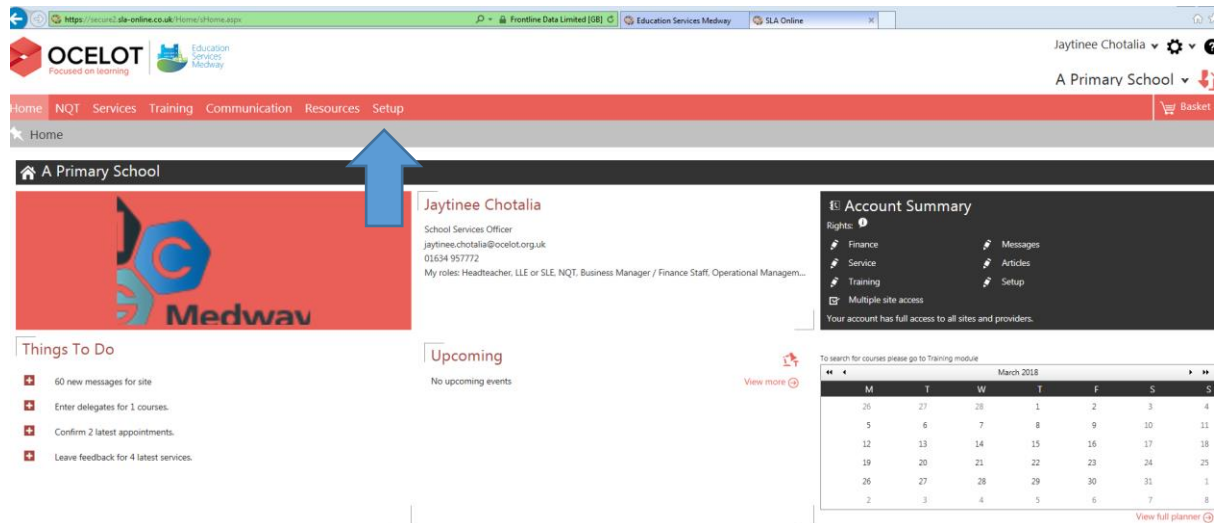
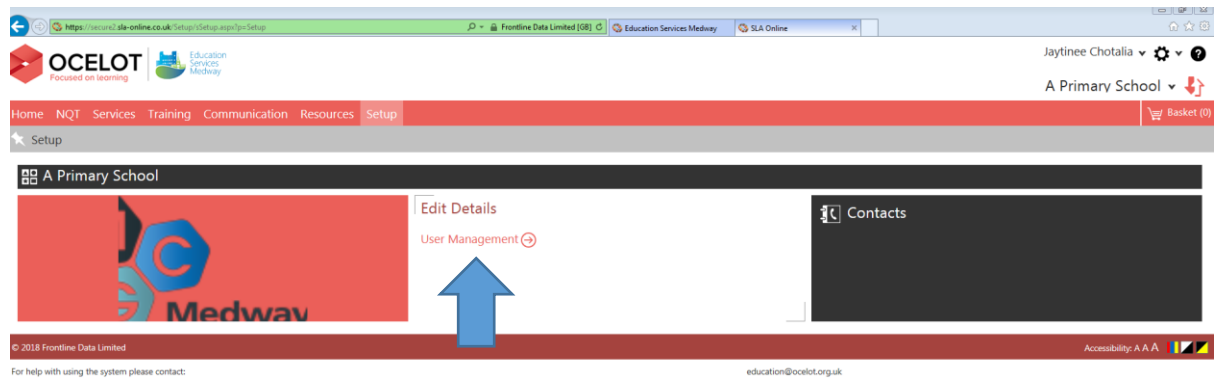


# How to edit/delete user details

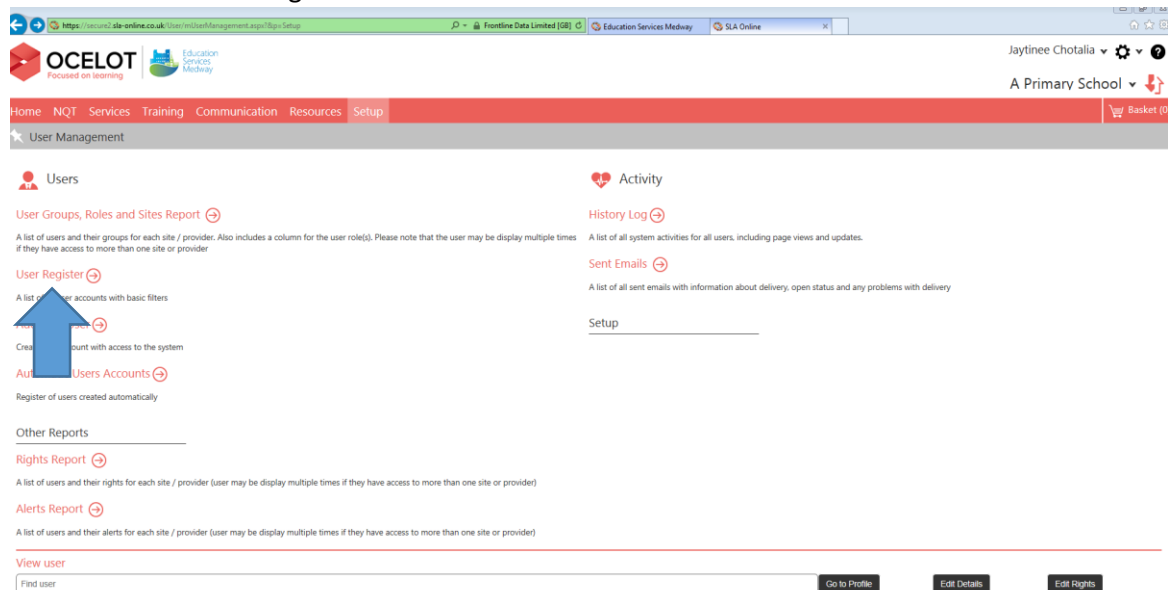
1. Click on the set up tab



2. Click on user management



3. Click on user register



4. Click type 'all users' and access type 'all' then filter to see all system users/non users

The screenshot shows the OCELOT User Register interface. In the 'Filter Criteria' section, the 'all users' radio button is selected. Under 'Access type', the 'All' radio button is selected. A 'Filter data' button is visible next to the 'Groups' dropdown. In the 'Results' section, a table displays user information. A 'Filter' button is located at the bottom right of the table area.

View	Type	Forename	Surname	Job Title	Email	Logins
View		Adam	Ant	Teacher	wells002@medwaymail.org	0
View		Adam	Ant	staff	schoolimprovement@medway.gov.uk	0
View		Amy	Apple	Teacher	ruth.wells@medway.gov.uk	0
View		Angela	Apple	Teacher	ruth.wells@medway.gov.uk	0

5. Click on 'view' to see each users full details

The screenshot shows the OCELOT User Register interface with the 'Results' table expanded. A blue arrow points to the 'View' button in the first column of the table, which is used to view the full details of a user.

View	Type	Forename	Surname	Job Title	Email	Logins
View		Adam	Ant	Teacher	wells002@medwaymail.org	0
View		Adam	Ant	staff	schoolimprovement@medway.gov.uk	0
View		Amy	Apple	Teacher	ruth.wells@medway.gov.uk	0
View		Angela	Apple	Teacher	ruth.wells@medway.gov.uk	0
View		Aaron	Avocado	Teacher	ruth.wells@medway.gov.uk	0
View		Pea	Body	NQT	ruth.wells@medway.gov.uk	0
View		Peter	Brain	NQT	liam.bontrone@medway.gov.uk	0

## 6. Click on Account and Contact Details

The screenshot shows the OCELOT user profile page for 'Amy Apple'. The user is currently a 'Non user' with the email 'ruth.wells@medway.gov.uk'. The page is divided into two main sections: 'Setup' and 'Activity'. The 'Setup' section includes links for 'Account and Contact Details', 'User Rights', and 'Site Alerts'. A blue arrow points to the 'Account and Contact Details' link. The 'Activity' section includes links for 'User Dashboard' and 'History Log'. Below these sections is an 'Email user' form with fields for 'Subject' (SLA Online - Account Details), 'Message', and a checkbox for 'Reset user password and include login details'. The 'Email' button is visible at the bottom right of the form.

## 7. User details can be updated on this page. To remove the user from the school, change the status from 'live' to 'paused'.

The screenshot shows the OCELOT user profile page for 'Amy Apple' under the 'User Profile Details' section. The 'General' section includes fields for 'Account type' (User/Non user), 'Status' (Live/Paused), 'Email', and 'Email confirmed'. A blue arrow points to the 'Paused' radio button. The 'Personal Details' section includes fields for 'Name' (Miss Amy Apple), 'Job title' (Teacher), 'Company' (Medway), 'Telephone' (01634 333333), 'Address' (Address - first line, Address - second line, Town, Postcode, County), and 'Country' (United Kingdom).

8. Finally, click 'save' at the bottom of the page.

The screenshot shows a web browser window with the URL <https://secure2.sla-online.co.uk/User/Profile/Details.aspx?id=342722>. The browser tabs include 'Frontline Data Limited (GB)', 'Education Services Medway', and 'SLA Online'. The form contains several sections:

- Address fields:** Address - second line, Town, Postcode, County, and a dropdown for United Kingdom.
- Other Details:** Comments (text area), DOB (07/01/1997), Ethnicity (Select), and Special requirements (text area).
- Roles:** A 'Select:' label followed by checkboxes for Business Manager / Finance Staff, Governor, Headteacher, LLE or SLE, NQT (checked), Operational Management, SENCO, Senior Leader, TA or Support Staff, and Teacher.
- Access Rights:** A section titled 'Site access:' with a red warning icon and the text 'A Primary School', 'Site Non-users', and 'Default group (All No Access)'. Below this is a yellow bar with the text 'Save changes' on the left and a 'Save' button on the right.

A blue arrow points to the 'Save' button at the bottom right of the page.