

How to edit a user

1. Navigate to the **Settings** page using the top left three-line menu button
2. Select on **Users**
3. Select a user
4. Select on the **red three-dot menu**
5. Select **Edit**
6. Make necessary edits and click **Next**

Note: *Closing the window for Gimme VMS or the app for Gimme Field does not log users out of the app. We advise that users log out of Gimme when not in use, or at least lock your computer screen. Also, do not share log in credentials with others. These are general data privacy best practices, but they also hold your operation's staff to individual accountability when investigating issues in Gimme VMS or Gimme Field.*

[Video: How to edit a user]