

ACCOUNT MANAGEMENT MANAGE YOUR USER PROFILE JOB AID

This job aid shows how to navigate to and edit the basic information of an account from the User Profile tab located on the Account Management page.

FROM THE HITCH DASHBOARD

- 1. At the top right corner, click your username
- 2. From the dropdown list, click Account Management

The Account Management screen will display.



NOTE: Contact a RunBuggy Administrator to change information that is grayed out on screen.

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Ac Ma	count inagement	Active Account American Automotive Co	Active Account American Automotive Company (American Automoti		
•	User Profile	User Profile		User Management Company Management	
#	Companies Managem	Basic Information Provide the NAME you would	First Name Bob	Enable Support Logout	
<u>.</u>	Users	ine the customet to see	- Phone Number +1 555-555-4654	Email Address bgold@hoyeboye.com	

MANAGE YOUR USER PROFILE

1. Select account to manage from the drop down list

The account User Profile-Basic Information will appear.

2. Make edits to Basic Information, if needed

WARNING: To be used only in User Profile tab. Do not click on USERS tab.

3. Click Save to save edits

A green box will appear when edits made successfully.

Account Management	. [AAC Marketplace (American Automotive Company) American Automotive Company (American Automotive Company)			
User Profile	User Pro	AAC Internal Transport (American Automotive Company) AAC Partner Transport (American Automotive Company) AAC Internal (American Automotive Company)			
Company	Basic Info				
Locations	Provide the I	NAME you would	AE you would		
Notification Settings	ine the cust		Phone Number +1 555-555-4654	Email Address	
Basic Information	uuquid [First Name Bob	Gold		
like the customer to se		Phone Number +1 555-555-4655	Email Address bgold@hoy	reboye.com	
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