



HOW DO EDIT THE USER TYPE OF MEMBERS OF AN ORGANIZATION?

1. Login to your account as an Organization Administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Attorney	Court Reporter	10/13/2020 - 04:29 EST	Edit Remove
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove



- The user will be directed to the Edit User Info page.

Edit User Info

[Help ?](#)

Name

Email

User Type

- Change the User Type of the member and click on the Update User button.

Edit User Info

[Help ?](#)

Name

Email

User Type



4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.

Organization Details

✔ User Type updated for the profile (swethatester001@gmail.com)

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Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

Active Members

Name or Email [Search](#)

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Individual	Court Reporter	10/13/2020 - 04:29 EST	Edit Remove
Tiju Issac	tjutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

Join Requests

Name or Email [Search](#)

Name	Email	User Type	User Role	Created On	Actions
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Pre-Approved Members

Email [Search](#)

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove