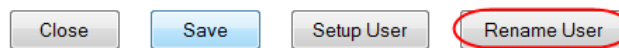


Harmony 3

Renaming Staff Members



1. To rename a staff member, go to the Staff Navigator and open the staff document for that user.
2. Choose to edit the staff record and then touch the "Rename User" button.



Staff Document

Staff demographics

Last name:	Anderson
First name:	Sarah
Middle name:	
Legal Name:	
Legal last name:	
Legal first name:	
Legal middle name:	Beth

3. The old staff information will display. Enter the new user information, including the updated name, short name, email and notes name. Then touch "Save".

Rename User Cancel Save

current user information

Common name: Anderson, Sarah
Full user name: CN=Sarah Anderson/O=LogicKey

new user information

Last name:	Black
First name:	Sarah
Short Name:	sblack
Email:	sblack@email.com
Notes Name:	CN=Sarah Black/O=LogicKey

4. This will go find all the documents under the old user and change everything to be under the new name. The user will now have access to their documents under the new login information.