

## 2.8. Agent Edit

**Agent Edit:** On the agent details view page, the user can edit and update the agent details by clicking on the edit icon located near the agent's name in the top left corner of the page.

The screenshot shows the 'Edit Agent' page in the asseto system. The sidebar on the left contains navigation options: Dashboard, Agents (highlighted), New Agent, Bulk Upload, Assets, Inventories, Cases, Work Orders, Rosters, Reports, Vendors, e-PTW, Visitor Pass, and BCA. The main content area is titled 'Edit Agent' and contains various input fields for agent details. The 'User Name' field is highlighted with a red box. The form includes fields for First Name, Last Name, Email ID, Roles, Profile, Primary Phone Number, Secondary Phone Number, and Contact Address. There are also sections for 'Latest Location' and 'Case & Work Order Statistics'.

**Note:** Greyed-out fields are not editable.

The screenshot shows the bottom section of the 'Edit Agent' page. It includes fields for Status (Active), Gender (Female), Date of Joining (12/10/2024), Date of Leaving, Supervisor (anoop g), Is Vendor (checkbox), Resource Group (Select), and Other Details (Sample Text Field). The 'Save' button is highlighted with a red box.

Update the data and click the "Save" button at the bottom of the page. The system will navigate back to the agent's detail view page, and a confirmation message, "Agent successfully updated," will be displayed.

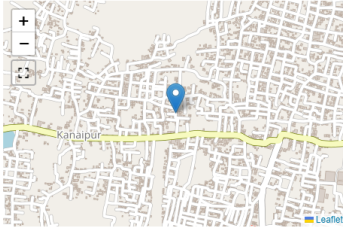
- Dashboard
- Agents
  - New Agent
  - Bulk Upload
- Assets
- Inventories
- Cases
- Work Orders
- Rosters
- Reports
- Vendors
- e-PTW
- Visitor Pass
- BCA
- Workflow
- Subscribers
- Contracts

## Supervisor-Divi both

Edit

### Latest Location

Updated At: 01 Nov 2022, 6:44AM



### Case & Work Order Statistics

From 26/06/2024 To 26/07/2024

Resolved & Pending Case



First Name \*

Supervisor-Divi

Email ID \*

divyajanga9@gmail.com

Roles \*

Select

FIELD AGENT-DIVI

SUPERVISOR-DIVI

COORDINATOR SIT

Skill Set \*

Select

FIELD AGENT DIVI PROF

Technical Support DIVI SKIL

Secondary Phone Number

+ \*

Last Name \*

both

User Name \*

divi

Profile \*

Select

TECHNICAL SPL DIVI

Primary Phone Number \*

+60 1156244669

Contact Address

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## Revision #4

Created 11 September 2024 08:01:53 by Divya Bharathi Marreddy

Updated 18 September 2024 08:11:15 by William Tan Yee Soong