

Client Trader Setup

Where do I view/edit personal details for assistant administrator?

In order to edit your personal details, follow the steps below:

Step 1. Click on the **hamburger menu**, in the top right corner of your MTDVAT application.

Step 2. Click on the submenu '**Client/Trader manager**'.

Step 3. Select a client to whom you want to edit the details of assistant administrator and click on "**View/Edit**"

Step 4. Then, click on '**Manage assistant administartor**'

Step 5. Now, click on **manage user** of the assistant administrator, to whom you have selected to edit their details.

Step 6. Then, click on '**View/Edit Personal details**' button

Step 7. Finally, edit all the details and **save** you action.

RoadMap: **HamBurger Menu -> Client/Trader Manager -> Select a client to edit the assistant administrator's details -> Click "View/Edit"- > Select "Manage Assistant Administrator" -> Click "Manage User." View/Edit -> Edit all details.-> Save the action.**

Here's a video on how to edit the personal details of assistant administrator:

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