

Edit Your Details

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Select **Users**> **Edit Your Details**:

The screenshot shows the Weblime user interface. At the top, there is a navigation bar with 'Quote', 'Track', 'Users', 'Settings', 'Admin', 'Sys Admin', and 'Info'. The 'Users' menu is expanded, showing 'User Options' and 'Manage'. Under 'Manage', there are two sections: 'Your account' and 'Other users'. 'Your account' includes 'View Your Details', 'Edit Your Details', 'Change Password', and 'Log Out'. 'Other users' includes 'View All Users'. Below the navigation bar, there are search boxes for 'Find a previous quote' and 'Find a previous online application'. A 'News' section on the right indicates 'No current news items to display'. The footer contains copyright information: 'Copyright © 1995 - 2025 Synaptic Software Limited, part of Fintel. All rights reserved.'

User details can be updated. Select **Edit User** to amend and **Update User** to save the changes.

The 'User Details' form is divided into several sections. The top section is 'User Details (* denotes mandatory Field)'. It contains 'LogonType' (a dropdown menu with 'Web User Support' selected and a '*' icon) and 'Account Enabled' (a checked checkbox). The next section is 'Regulatory Details', which includes 'Individual Reference Number' (an empty text field). The 'Personal Details' section contains 'First Name' (text field with 'Amy' and a '*' icon), 'Middle Name / Initial' (text field with 'A'), and 'Surname' (text field with 'Wood' and a '*' icon). The 'Contact Details' section includes 'Phone', 'Fax', and 'Mobile' (all empty text fields), and 'Contact Email' (text field with 'amy.wood@synaptic.com.au' and an 'Opt out' checkbox). Below the 'Contact Email' field, there is a note: 'This address is used for admin purposes. If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.' At the bottom of the form is a blue 'Update User' button.