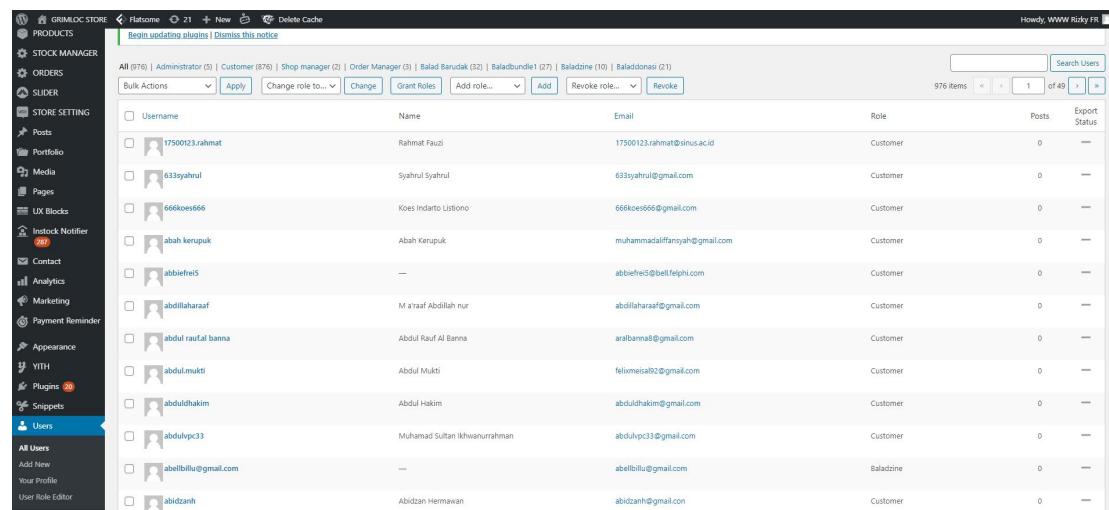


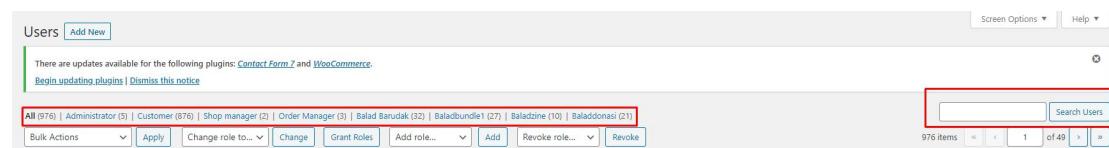
Cara memindahkan role user

1. Masuk dashboard, lalu pilih menu “Users”



| Username | Name | Email | Role | Posts | Export Status |
|--------------------|-------------------------------|------------------------------|-----------|-------|---------------|
| 17500123.rahamat | Rahmat Fauzi | 17500123.rahamat@sinus.ac.id | Customer | 0 | — |
| 633syahrul | Syahrul Syahrul | 633syahrul@gmail.com | Customer | 0 | — |
| 666koes666 | Koes Indarto Listiono | 666koes666@gmail.com | Customer | 0 | — |
| abah kerupuk | Abah Kerupuk | muhammadalifansyah@gmail.com | Customer | 0 | — |
| abbiefei5 | — | abbiefei5@bellfephi.com | Customer | 0 | — |
| abdillaharaaf | M a'raaf Abdillah nur | abdillaharaaf@gmail.com | Customer | 0 | — |
| abdulraufalbanna | Abdul Rauf Al Banna | aralbanna@gmail.com | Customer | 0 | — |
| abdul.mukti | Abdul Mukti | felixmeisal02@gmail.com | Customer | 0 | — |
| abdulhakim | Abdul Hakim | abdulhakim@gmail.com | Customer | 0 | — |
| abdulvpc33 | Muhamad Sultan Ikhwanurrahman | abdulvpc33@gmail.com | Customer | 0 | — |
| abelbilu@gmail.com | — | abelbilu@gmail.com | Baladzine | 0 | — |
| abidzanh | Abidzhan Hemawan | abidzanh@gmail.com | Customer | 0 | — |

2. Pilih user yang akan diganti role nya, bisa dengan menggunakan filter “role” dan juga filter “search”



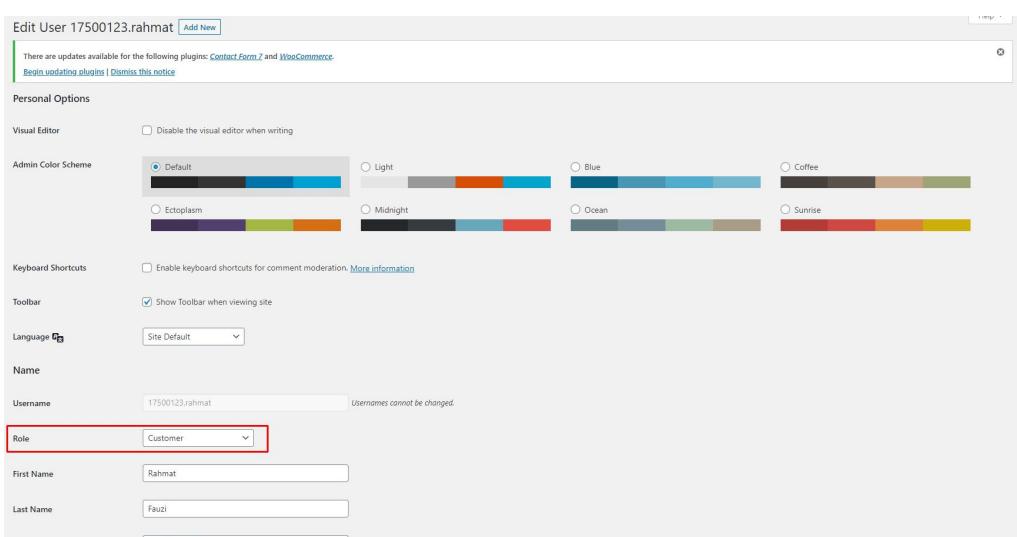
| Username | Name | Email | Role | Posts | Export Status |
|------------------|--------------|------------------------------|----------|-------|---------------|
| 17500123.rahamat | Rahmat Fauzi | 17500123.rahamat@sinus.ac.id | Customer | 0 | — |

3. Arahkan cursor pada user, lalu pilih tombol “edit”



| Username | Name | Email | Role | Posts | Export Status |
|------------------|--------------|------------------------------|----------|-------|---------------|
| 17500123.rahamat | Rahmat Fauzi | 17500123.rahamat@sinus.ac.id | Customer | 0 | — |

4. Setelah diklik maka akan muncul halaman “Edit User”, lalu perhatikan bagian field “Role”. Dibagian field tersebut adalah pilihan user yang dedit memiliki role apa



Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme Default Light Blue Coffee
 ectoplasm Midnight Ocean Sunrise

Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar Show Toolbar when viewing site

Language [Site Default](#)

Name

Username: 17500123.rahamat Usernames cannot be changed.

Role: [Customer](#)

First Name: Rahmat

Last Name: Fauzi

5. Jika sudah yakin, scroll kebawah bawah halaman lalu klik tombol “Update User” untuk menyimpan perubahan

Copy from Billing address

First name

Last name

Company

Address line 1

Address line 2

City

Postcode / ZIP

Country / Region

State / County
State / County or state code

Exported By

Automated exports that are checked will not contain this customer in future exports.

All automated customer exports

6. Selesai.