

## Editing an Employee's Details

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Edit an employee's details using the Edit Employee page.

### To edit an employee's details

1. On the My ProjectTalk page, go to the **Administration** section and click **Administer** next to **Employee Administration**. The **Employee Summary** page opens and displays a summary of all the employees.
2. On the **Employee List** page, next to the user whose basic information you want edit, click **Edit**.
3. The **Edit Employee** page opens.
4. Edit the user's details and then click **Done**.

User's details include but not limited to:

1. Editing User Name or Projecttalk Email Address.
2. Changing Company Location
3. Changing Employee Projecttalk Alias, Password, or Membership Level
4. Changing Billing Account for selected Employee
5. Assigning Administrative permissions