

Edit MultiLine User

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Read on to learn about editing a user line or user account in Management Portal.

Overview


You can edit a user line or user account from the Accounts screen.



- **Edit Line** allows you to set permissions, turn features on and off, set a forwarding number, delete, and view activity for a user.
- **Edit Account** allows you to move, delete, edit the name of a user, account ID, and notification address.





Before you start

- An admin must have "Accounts" Privilege in their Role in the organization to do these instructions. See [What Admin Privileges are in Management Portal?](https://help.moviuscorp.com/help/what-admin-roles-mmp/)
- For instructions on searching for a user account, see [Search user accounts using filters](https://help.moviuscorp.com/help/filter/).

Edit a user line





1. Go to **Accounts**.
2. Find the user line you want to edit. Select the expand icon to view details.
3. Select **Edit Line** icon  from the details that display.

<input type="checkbox"/>	Name	Account ID	Organization	Type	Status	Edit
<input type="checkbox"/>	Javier Solís	javier.test@movius.ai	ABC Corporation	ML		

MultiLine1	14702463934	User Permissions	Exchange-Contacts-...	Usage	0 Min	0 msgs	0 B			Active		
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4. Make changes, then select **Save**.

Profile Activity Delete

MultiLine	14702463934	Emergency Services	<input checked="" type="checkbox"/> E911	08 Feb 2024, 02:06	
User Permissions	Exchange-Contacts-only	Usage	 Calls	 Messages	 Data
Organization	ABC Corporation		0 Min	0 msgs	0 B
Device #		Features	Call Recording	<input checked="" type="checkbox"/>	
Language	English		Message Logging	<input checked="" type="checkbox"/>	
Forwarding Number	Enter number with country code		MS Teams Calling	<input type="checkbox"/>	
			Incoming Call Notifications On Multiline App	<input checked="" type="checkbox"/>	

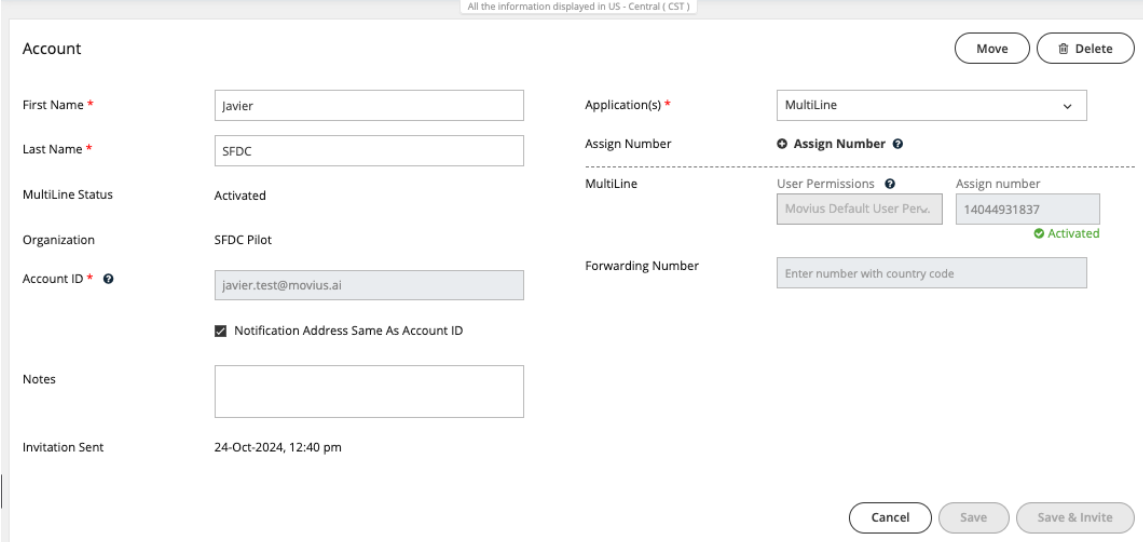
NOTE: Disabling both MS Teams Calling and Incoming Call Notifications on MultiLine App is not allowed.

Close Save

Field	Description
MultiLine	(Uneditable) Number assigned to user
User Permissions	Assigns user permissions to the user; See Create user permissions 🔗
Organization	(Uneditable) Organization user belongs to
Device #	(Uneditable) Phone number of device SIM
Language	Language
Forwarding Number	(Optional) When set, all calls to this user will route to the forwarding number
Emergency Services	When checked, user can use MultiLine to dial 911 (USA Only)
Usage	Voice and Minutes consumption for user
Features	Toggle features on and off

Edit a user account

1. Go to **Accounts**.
2. Find the user account you want to edit. Select the **Edit pencil**  in the **Edit** column.



Field	Description
First Name	User's first name
Last Name	User's last name
MultiLine Status	(Uneditable) Activated, Invited, Not Invited, Suspended, Invitation Failed
Organization	Organization user belongs to
Account ID	Email or phone number
Notification Address Same As Account ID	When checked, notifications sent to same email as Account ID. Otherwise, set email to receive notifications
Notes	(Optional) Editable field for MultiLine Administrator to put notes about user
Invitation Sent	(Uneditable) Time and date invitation is sent
Applications	Allows specifying the MultiLine application for the user
Assign Number	Allows selection of a number for the user
User Permissions	Assigns user permissions to the user; See Create user permissions 🔗

Field	Description
Forwarding Number	(Optional) When set, all calls to this user will route to the forwarding number
