

About this guide

This guide is for **administrators** (or similar roles) who can **change** user details in EPASS. It shows how to go from your profile to **Security**, open **Users**, pick someone, change their information, and **save**.

In some pictures you may see a **blue frame** around a button or area. That frame is only to help you follow the guide; it is **not** part of the app.

BEFORE YOU START

- You are logged in with a role that can **edit** users (not a read-only security-only profile, if your community uses that).
- You can open **Security** from the bottom bar and you see **Users** among the options. The list shows at least one person.
- If you are learning or testing, use a **test user** or a non-critical account first. After you save, the new details stay in the system.

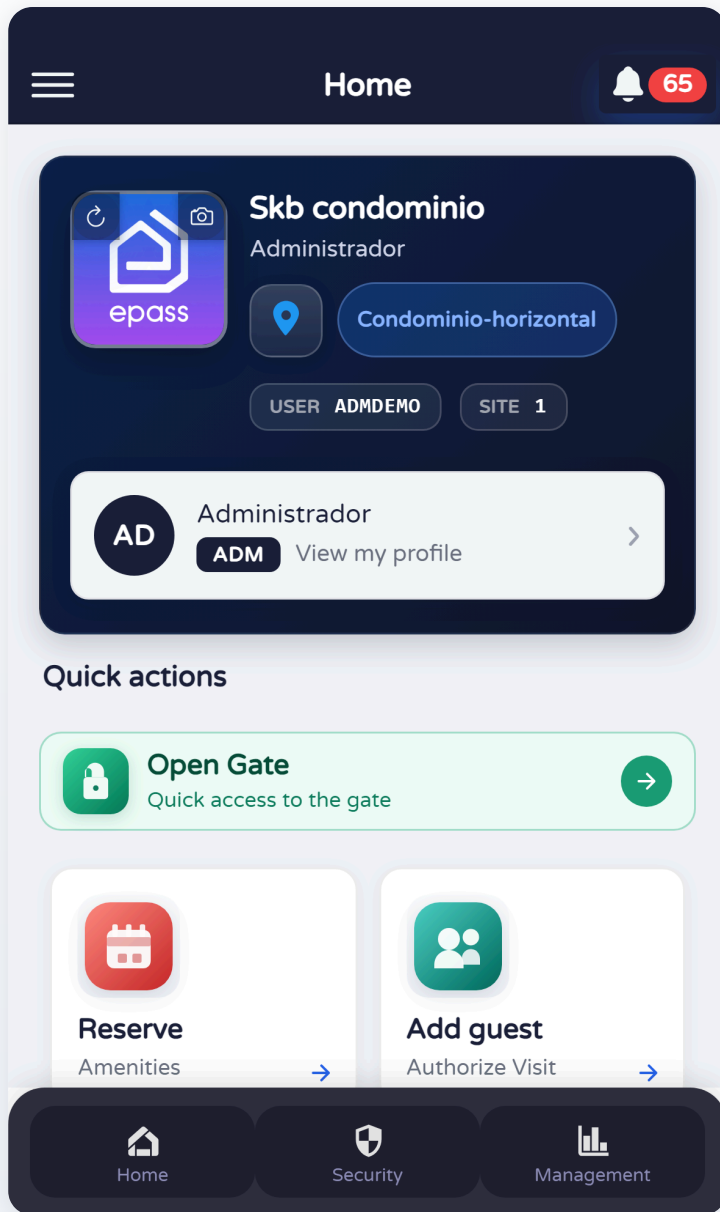
WHAT YOU WILL DO

You will open **Profile**, then **Security**, then **Users**. You will choose someone, tap **Edit**, confirm when the app asks, change information (for example the **phone**), tap **Save**, and confirm again.

STEPS

STEP 1 Your profile

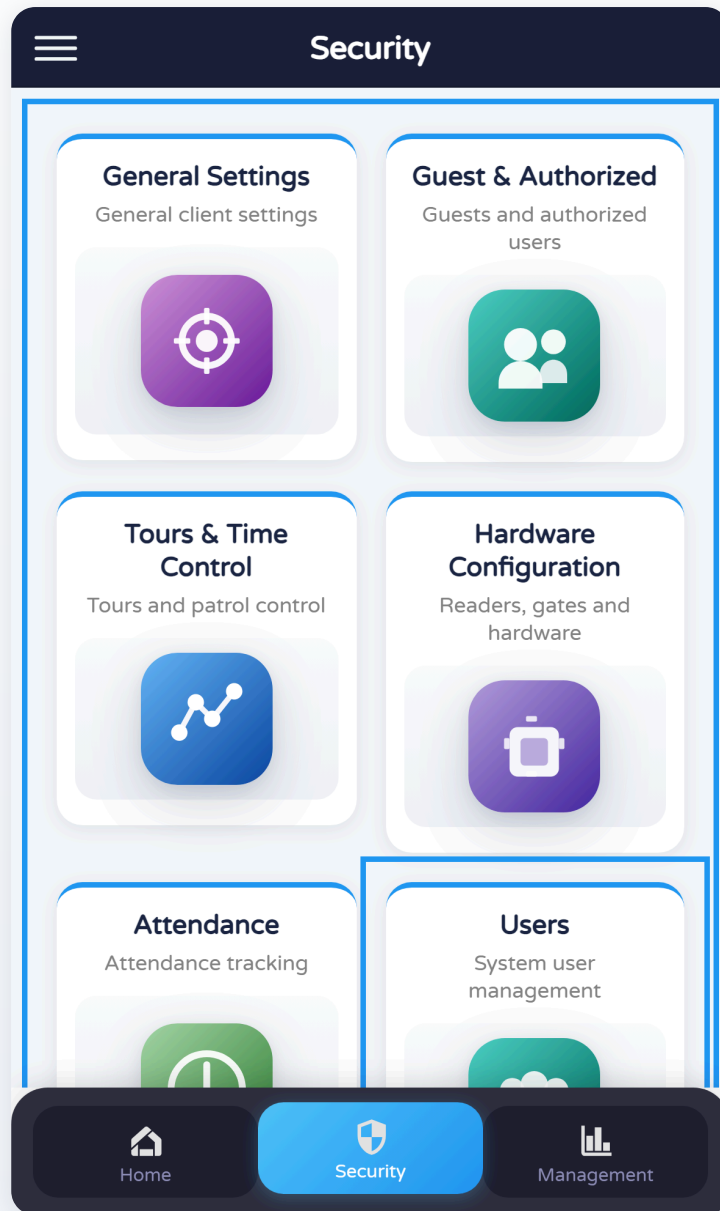
Open the **Profile** tab at the bottom. There you see your own summary and shortcuts. In the next step you will switch to **Security**.



Profile screen at the start

STEP 2 Security

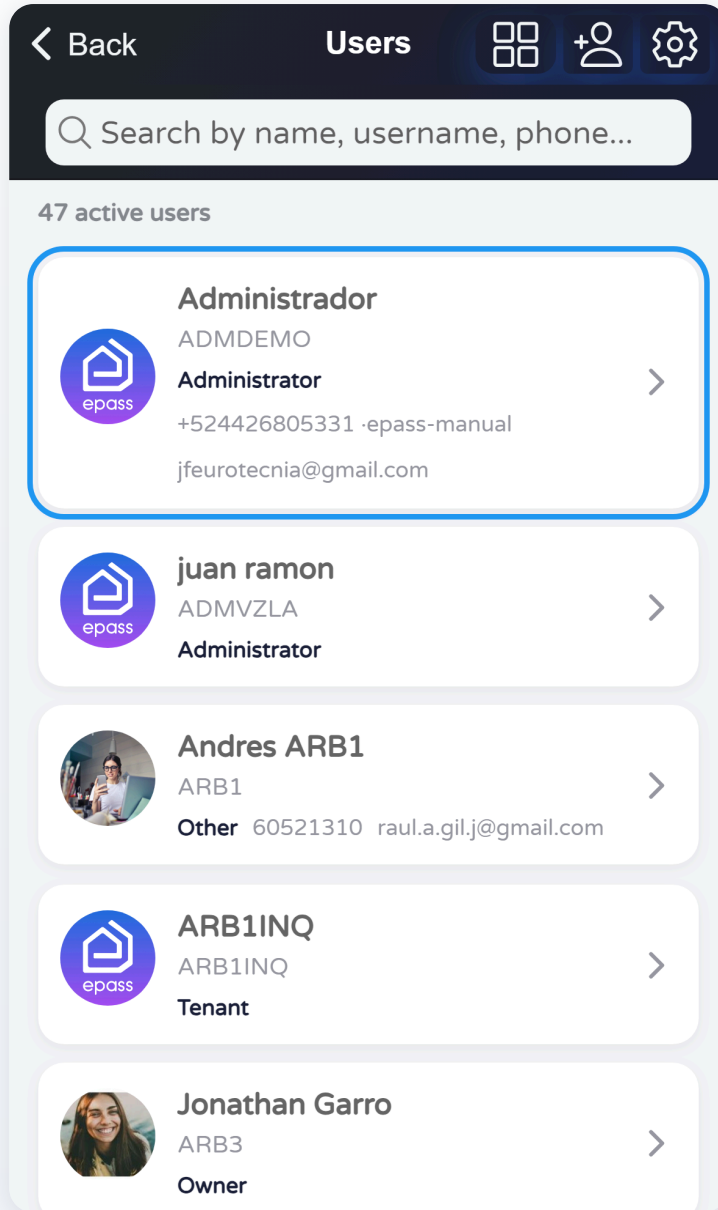
Tap **Security** in the bottom bar. You will see the Security screen with several large shortcuts (each one opens a different task). Find the one named **Users** (or the people icon with that label).



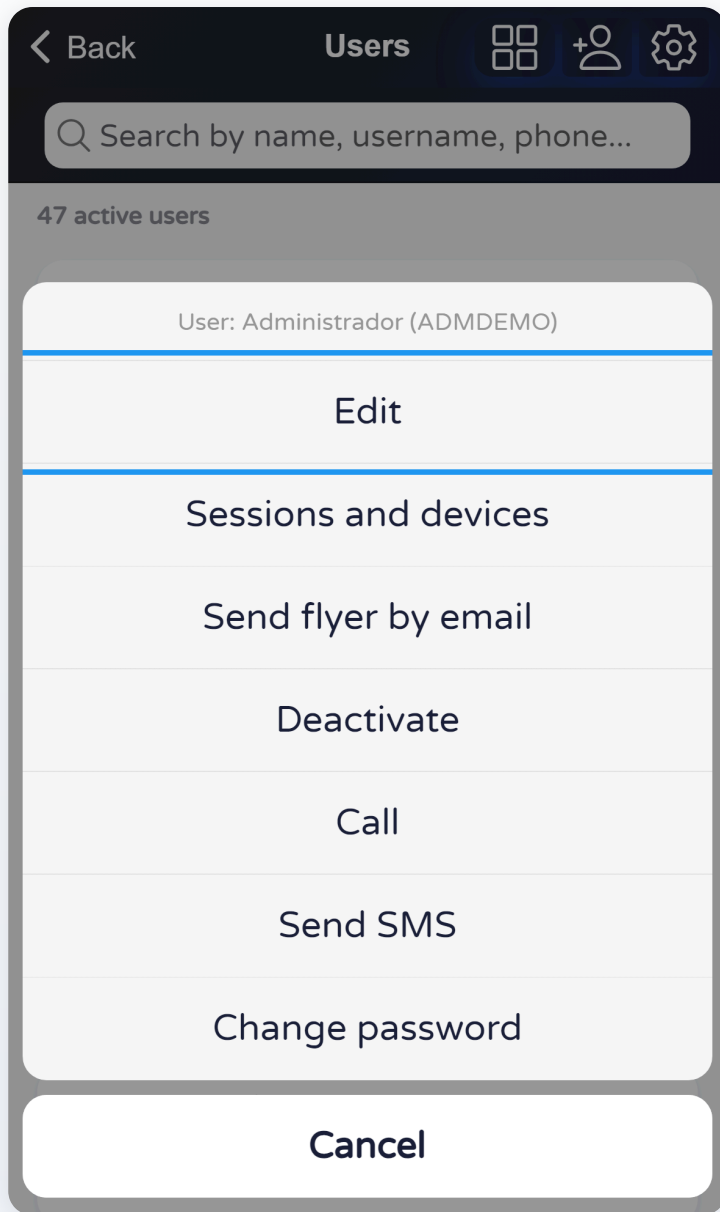
Security screen: the Users shortcut is marked in this picture

STEP 3 Users — choose who to edit

Tap **Users**. Wait until the list of people appears. Tap the **first card** in the list (the example uses the first row). A menu opens from the bottom: tap **Edit**. The app will ask if you really want to continue: tap **Edit** again. Then you will see that person's details on the next screen.



Users list: the first person is marked in this picture



Menu after tapping a person: Edit is marked in this picture

STEP 4 Change details and save

You are now on the screen where you can change that person's data. Change what you need (this guide shows the **phone** as an example). When you are done, tap the round **Save** button at the bottom right (disk icon). The app will ask you to confirm: tap **Confirm** (or the equivalent word in your language) to apply the changes.

The screenshot shows a mobile application interface for editing a user profile. At the top, there is a dark blue header with a back arrow and the text 'Perfil de usuario'. Below the header, the name 'ADMDEMO' is centered. The main content area is a white rounded rectangle with a blue border, containing several fields with icons and text:

- Person icon: Administrador
- Envelope icon: jfeurotecnica@gmail.com
- Phone icon: +524426805331 ·epass-manual
- Card icon: 12728494
- Car icon: Nissan 867055
- Key icon: Identificación estado cuenta
- Keyboard icon: 0
- Classification: Clasificación Torre B-Piso 1 (with a dropdown arrow)
- Key icon: Administrador (with a toggle switch)
- Key icon: Otros (with a toggle switch)
- Key icon: Seguridad (with a toggle switch)
- Key icon: Propietario (with a toggle switch)

A dark blue circular button with a white disk icon is located at the bottom right of the form, used to save changes.

Example: the phone field after typing the new value

< Back

Perfil de usuario

ADMDEMO



Administrador



jfeurotecnica@gmail.com



+524426805331 ·epass-manual



12728494



Nissan 867055



Identificación estado cuenta



0

Clasificación

Torre B-Piso 1



Administrador



Otros



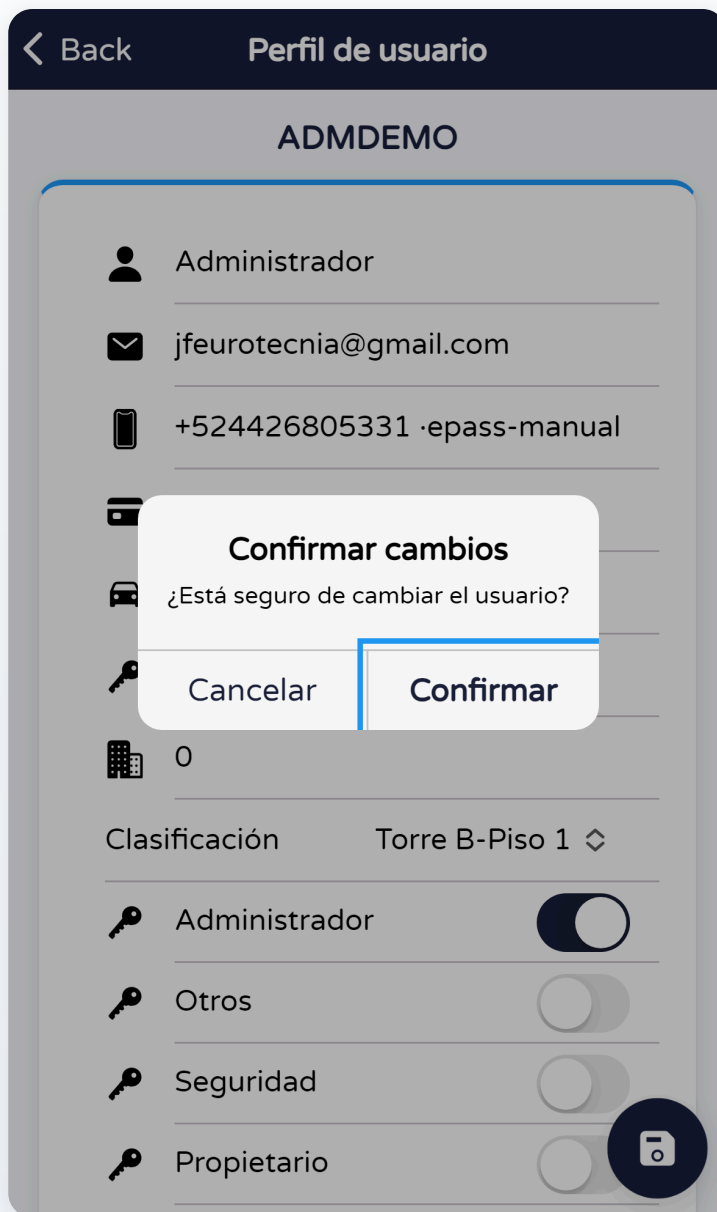
Seguridad



Propietario



The Save button at the bottom right is marked in this picture



Confirmation message: the button to apply changes is marked here

USEFUL NOTES

- Until you tap **Save** and confirm, you can usually go **back** with the arrow at the top left and nothing will be stored. After saving, the list in **Users** will show the updated information when you open it again.



Thank you for using EPASS

Help for administrators managing users.

Administrator guide · Users · EPASS · 2026