

Article 3: Editing Agent Details

[Test AI Answer Helpdesk Articles](#) - [تعليقات \(٠\)](#) - Owen Wakeman - 2026-04-17

Overview

.You can update agent information at any time to keep records accurate

Editable Information

- Name •
- Email address •
- Job title •
- Team or department assignment •

Steps

- .Go to the agent management area .1
- .Select the agent you want to update .2
- .Make the necessary changes .3
- .Save the updated details .4

Tip

- .Changes may affect how tickets are assigned or displayed •