Edit content

Step-by-step instructions for Edit content in Express Me.

Watch the video, follow the steps, or open the complete transcript for a text version of the instructions.

Scan for video

Step-by-step instructions

1 Open the user profile

In the Communication Portal, go to **User profiles** and open the profile you want to edit.

2 Start edit mode

Scroll down and click **Start edit mode**.

3 Open a tile

Click the three dots on the tile you want to change.

4 Change the content

Adjust the tile's content in the overview.

5 Close edit mode

Click the cross to leave edit mode. The tile is updated.

Complete transcript

▼ Read the complete video transcript

Hi. I'm going to show how you can easily edit a user's content in the ExpressMe communication portal. I've just logged in to one of my accounts, and the idea is that for this specific account, so this user, I'd like to add a tile.

So where do I go? I go to user profiles. Then I can click here or here on the left. When I get there, I see some explanation. I see my profile here. This is Rick's profile.

And if I look here in the middle, I see I can change lots of things. And if I scroll down a bit, you can see you can easily enter edit mode here. If we click that, we see the following. It basically works the same as in the app.

Here we can choose to add a new tile. Search for something in the content library. But we can also simply edit the content here. We have the three dots here. If I click on them, we get an overview of this tile. And here we can change anything we want. I've just added some a's to show that it works. And then we see the content has been changed.

Are we done? Then we can click on the cross here to exit edit mode again. If we scroll down a bit, we see that the tile has indeed been changed.