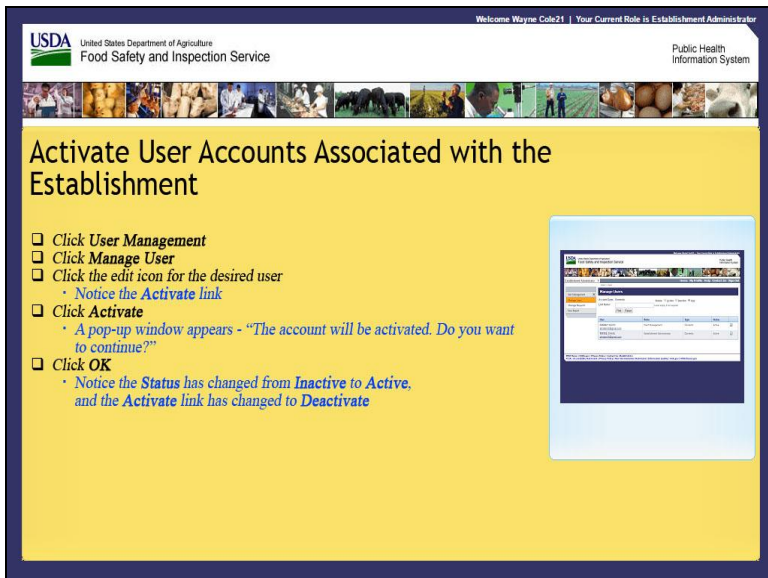


Establishment Administrator

Activate User Accounts Associated with the Establishment



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Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

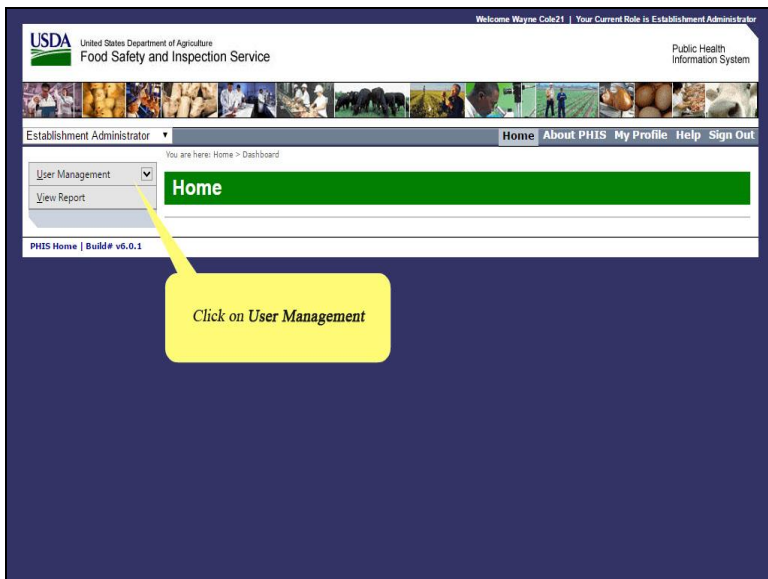
Public Health Information System

Activate User Accounts Associated with the Establishment

- ❑ Click **User Management**
- ❑ Click **Manage User**
- ❑ Click the edit icon for the desired user
 - Notice the **Activate** link
- ❑ Click **Activate**
 - A pop-up window appears - "The account will be activated. Do you want to continue?"
- ❑ Click **OK**
 - Notice the **Status** has changed from **Inactive** to **Active**, and the **Activate** link has changed to **Deactivate**

(A screenshot of the PHIS User Management interface is shown to the right of the instructions, illustrating the 'Activate' link and the resulting status change.)

Welcome to the Public Health Information System. In this demonstration, you will learn how to activate user accounts associated with an establishment. I'll guide you through the steps of accomplishing this task.



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Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

Public Health Information System

Establishment Administrator | Home About PHIS My Profile Help Sign Out

You are here: Home > Dashboard

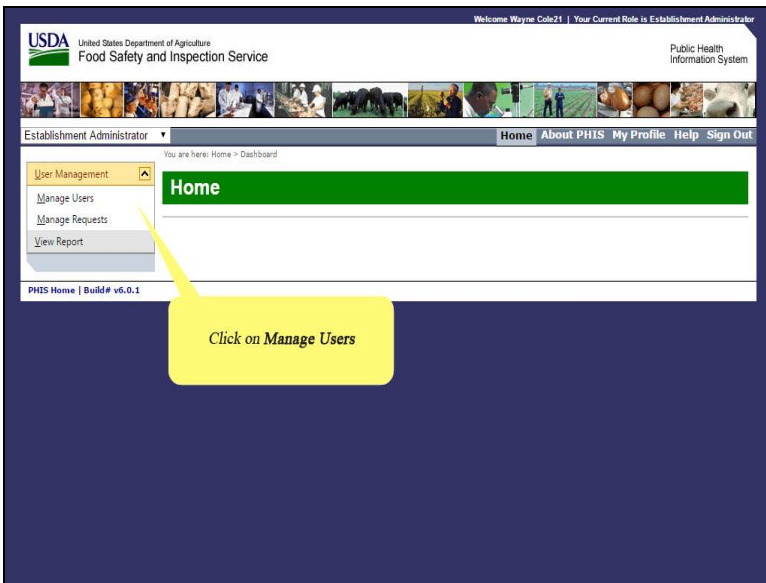
User Management (selected) | View Report

Home

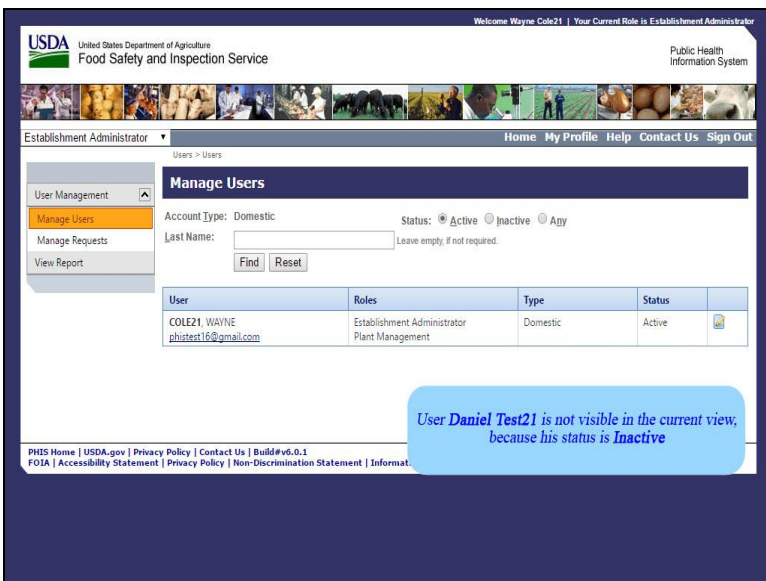
PHIS Home | Build# v6.0.1

Click on User Management

First, click User Management.



Next, click Manage Users.



User Daniel Test 21 is not visible in the current view because his status is Inactive.

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

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Users > Users

User Management
Manage Users
Manage Requests
View Report

Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
COLE21, WAYNE phitest16@gmail.com	Establishment Administrator Plant Management	Domestic	Active	

Select Inactive

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Select Inactive.

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Users > Users

User Management
Manage Users
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View Report

Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
MACK21, RON phitest16@gmail.com	Establishment Administrator Plant Management	Domestic	Inactive	
TEST21, DANIEL phitest16@gmail.com	Establishment Administrator	Domestic	Inactive	

Click the "edit icon" for the desired user

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Click the edit icon for the desired user. Select Daniel Test 21.

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

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Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Daniel Test21)

General	Roles (1)	Personal Information	Requests (0)
Account Type: Domestic			
Status: Inactive (Activate)			
eAuth ID: 39b03d70e48e408f8dd7d0a007			
Email: phitest16@gmail.com			
Job Title: <input type="text"/>			
<input type="button" value="Update"/> <input type="button" value="Refresh"/>			

[Run PHIS Data Feed](#)

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Notice the Activate link.

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

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Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Daniel Test21)

General	Roles (1)	Personal Information	Requests (0)
Account Type: Domestic			
Status: Inactive (Activate)			
eAuth ID: 39b03d70e48e408f8dd7d0a007289830			
Email: phitest16@gmail.com			
Job Title: <input type="text"/>			
<input type="button" value="Update"/> <input type="button" value="Refresh"/>			

[Run PHIS Data Feed](#)

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Click Activate.

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

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Public Health Information System

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User Management
Manage Users
Manage Requests
View Report

User Profile (Daniel Test21)

General	Roles (1)	Personal Information	Requests (0)
Account Type: Domestic			
Status: Inactive [Activate]			
eAuth ID: 39b03d70e48e408f8dd7d0a007289830			
Email: phitest16@gmail.com			
Job Title: <input type="text"/>			

phisinabox01 says:
The account will be activated.

Do you want to continue?
 Prevent this page from creating additional dialogs.

[IS Data Feed](#)

Click OK

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A pop-up window appears, confirming your request to activate the user account. Click OK.

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

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User Management
Manage Users
Manage Requests
View Report

User Profile (Daniel Test21)

General	Roles (1)	Personal Information	Requests (0)
Account Type: Domestic			
Status: Active [Deactivate]			
eAuth ID: 39b03d70e48e408f8dd7d0a007289830			
Email: phitest16@gmail.com			
Job Title: <input type="text"/>			

[Update](#) [Refresh](#)

[Run PHIS Data Feed](#)

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Notice the Status has changed from Inactive to Active, and the Activate link has changed to Deactivate

End of exercise

Notice the Status has changed from Inactive to Active, and the Activate link has changed to Deactivate.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.