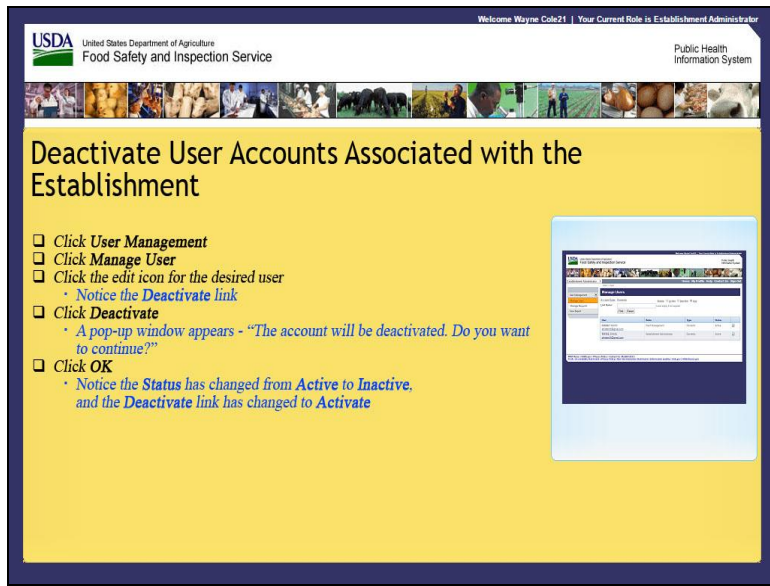


Establishment Administrator

Deactivate User Accounts Associated with the Establishment



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Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

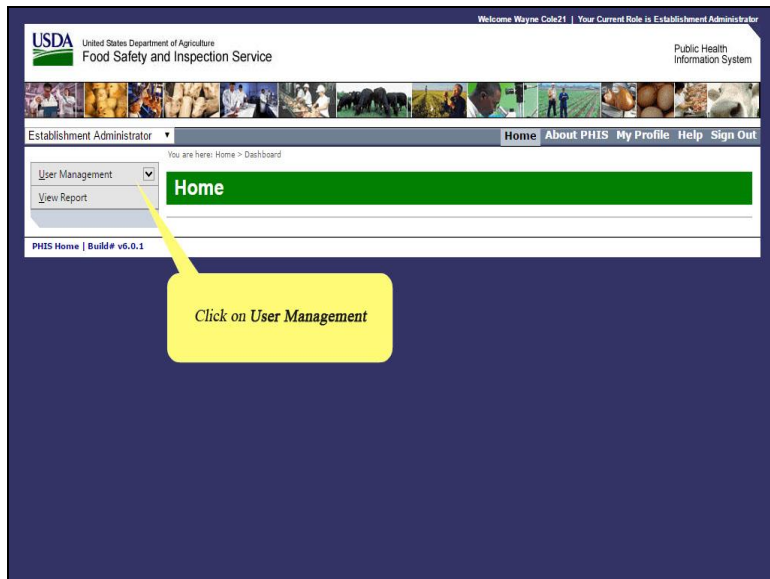
Public Health Information System

Deactivate User Accounts Associated with the Establishment

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

The screenshot shows a table of users with columns for Name, Email, Status, and Action. A 'Deactivate' link is visible in the Action column for a user.

Welcome to the Public Health Information System. In this demonstration, you will learn how to deactivate 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

You are here: Home > Dashboard

Home About PHIS My Profile Help Sign Out

User Management View Report

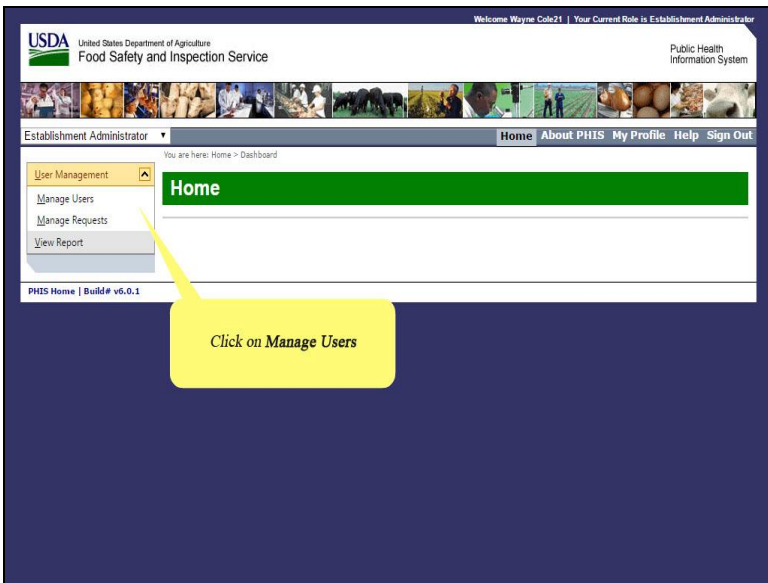
Home

PHIS Home | Build# v6.0.1

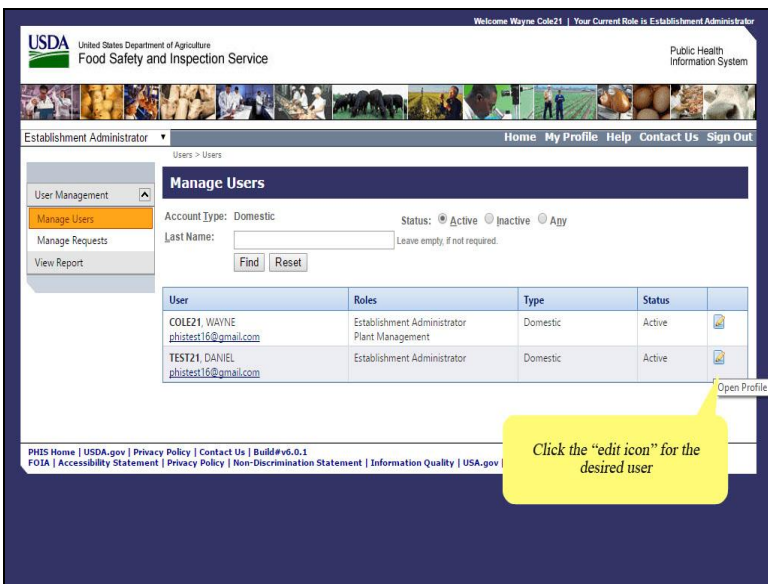
Click on User Management

The screenshot shows the 'User Management' menu item in the left sidebar, which is highlighted by a yellow callout box with the text 'Click on User Management'.

First, click User Management.



Next, click Manage Users.



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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Public Health Information System

Establishment Administrator | Home My Profile Help Contact Us Sign Out

Profile > Profile

User Profile (Daniel Test21)

General	Roles (1)	Personal Information	Requests (0)
Account Type: Domestic	Status: Active Deactivate	Notice the Deactivate link	
eAuth ID: 39b03d70e4e408f8dd7d0a00			
Email: phitest16@gmail.com			
Job Title: <input type="text"/>			
<input type="button" value="Update"/>	<input type="button" value="Refresh"/>		

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Notice the Deactivate link.

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Public Health Information System

Establishment Administrator | Home My Profile Help Contact Us Sign Out

Profile > Profile

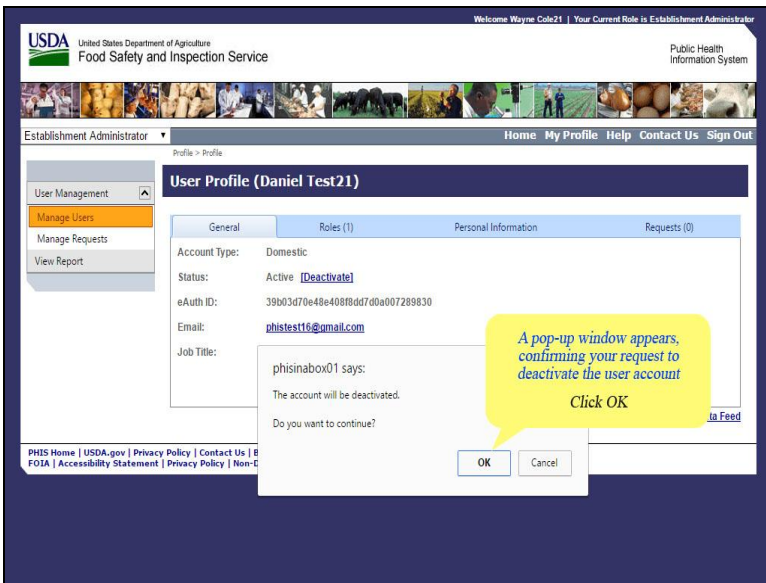
User Profile (Daniel Test21)

General	Roles (1)	Personal Information	Requests (0)
Account Type: Domestic	Status: Active Deactivate	Click Deactivate	
eAuth ID: 39b03d70e4e408f8dd7d0a00			
Email: phitest16@gmail.com			
Job Title: <input type="text"/>			
<input type="button" value="Update"/>	<input type="button" value="Refresh"/>		

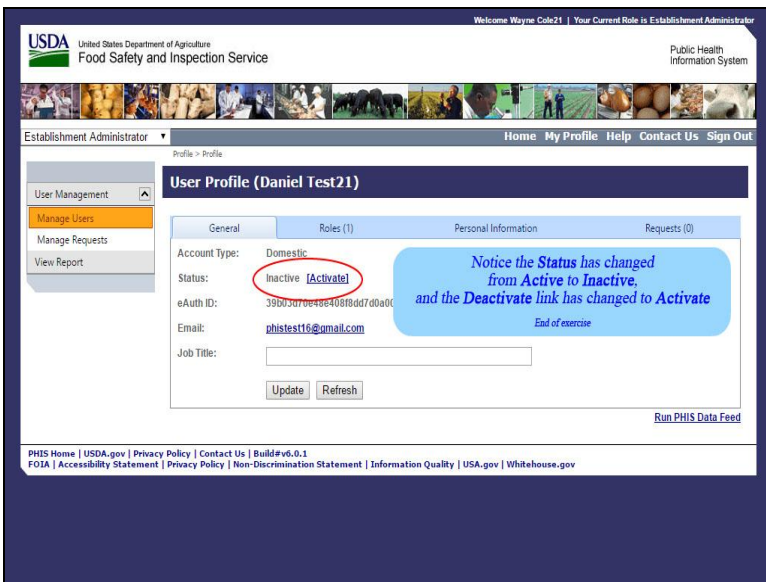
[Run PHIS Data Feed](#)

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Click Deactivate.



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



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

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.