REMOVING/DELETING A DIVISION FROM EDIT EXISTING USER OPTION

Add a New User to the System Grant Access by Profile Edit an Existing User Deactivate a User Reactivate a User List users User Inquiry Switch Identities Clear Electronic signature code Electronic Signature Block Edit List Inactive Person Class Users Manage User File ... OAA Trainee Registration Menu ... Person Class Edit Reprint Access agreement letter

Select User Management CCTEST(GTM) Option: EDIT an Existing User Select NEW PERSON NAME: VEGA,NICOLE NV SYSTEM MANAGER

1. TAB DOWN TILL YOU GET TO THE "Select DIVISION:" FIELD

🛃 sdvmcctest02.medsphere.com - PuTTY	
Edit	🛛 an Existing User 📃 📕
NAME: VEGA, NICOLE	Page 1 of 5
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination Reason: PRIMARY MENU OPTION: E Select SECONDARY MENU OPTIONS: B Want to edit ACCESS CODE (Y/N): Want to edit VERIFY CODE (Y/N): Select DIVISION: C SERVICE/SECTION: T	INITIAL: NV NICK NAME: DOB: MAIL CODE: TERMINATION DATE: VE EHOFS FLOWSHEETS FILE MANAGER ACCESS CODE: @ Require Verify Code Change (Y/N): NO ENERAL HOSPITAL RM
COMMAND:	Press <f1>H for help Insert</f1>

2. HIT ENTER

sdvmcctest02.medsphere.com	- PuTTY		
	Edit an Existing	User	
NAME: VEGA,NICOLE			Page 1 of 5
NAME VEGA,NICC TITLE: SYSTEM MA SSN: DEGREE: DISUSER:	NAGER	INITIAL: NICK NAME: DOB: MAIL CODE: DATE:	NV
PRIM DIV Select SECONDA DE Want to edit AC Want to edit VERIFY	/ISION: GENERAL HOSPITAL FAULT: Yes CODE (Y/N): Require	ODE: Verify Code Change	@ (Y/N): NO
Selec SERVI	T DIVISION: GENERAL HOSPI CE/SECTION: IRM	TAL	
COMMAND:		Press <f1>H fo</f1>	r help Insert

3. HIT ENTER

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NAME: VEGA,NICOL	Edit an E E	Existing User	Page 1 of 5
NAME VEGA, TITLE: SYSTE SSN: DEGREE: DISUSER: Termination R PRIM Select SECONDA Want to edit AC	NICOLE M MANAGER DIVISION: GENERAL HOS DEFAULT: Yes	IN: NICK MAIL DIVISION	ITIAL: NV NAME: DOB: CODE: DATE: ODE:
Want to edit VER S	Select DIVISION: GENERA Select DIVISION: GENERA SERVICE/SECTION: IRM	Require Verity Code AL HOSPITAL	Change (Y/N): NO
COMMAND:		Press <	-1>H for help Insert

4. HIT ENTER

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Edit an Existin	ng User
NAME: VEGA,NICOLE	Page 1 of 5
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination R	INITIAL: NV NICK NAME: DOB: MAIL CODE: DATE: DIVISION
PRIM Select SECONDA Want to edit AC Want to edit VERIFY CODE (Y/N): Requir	ODE: @ re Verify Code Change (Y/N): NO
Select DIVISION: GENERAL HOSP SERVICE/SECTION: IRM	PITAL
Close Refresh	
Click on one of the above COMMANDs, or on a	FIELD
COMMAND: Close	HELP Insert

5. HIT ENTER TO CLOSE

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Edit an Existing User	
NAME: VEGA, NICOLE	Page 1 of 5
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER	INITIAL: NV NICK NAME:
SSN:	DOB:
DEGREE:	MAIL CODE:
DISUSER: Termination Reason:	MINATION DATE:
PRIMARY MENU OPTION: EVE	
Select SECONDARY MENU OPTIONS: BEHOFS FLOWSHEETS	
Want to edit ACCESS CODE (Y/N): FILE MANAGER	fy Code Change (Y/N): NO
Require version cobe (1/R).	ry coue change (1/1). No
Select DIVISION:	
SERVICE/SECTION: IRM	
Exit Save Next Page Previous Page Refr	resh Quit HELP Insert

6. ENTER DIVISION YOU NEED TO DELETE

🛃 sdvmcctest02.medsphere.com - PuTTY	
Edit an Existi	ng User 🔺
NAME: VEGA,NICOLE	Page 1 of 5
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination R PRIM Select SECONDA Want to edit VERIFY CODE (Y/N): Requi	INITIAL: NV NICK NAME: DOB: MAIL CODE: DIVISION ODE: @ re Verify Code Change (Y/N): NO
Select DIVISION: DEMO SERVICE/SECTION: IRM	
Close Refresh	HELP Insert

7. ENTER "@" TO DELETE

🛃 sdvmcctest02.medsphere.com - PuTTY	
Edit an Existing NAME: VEGA,NICOLE	User Page 1 of 5
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination R PRIM Select SECONDA Want to edit AC Want to edit VERIFY CODE (Y/N): Select DIVISION: Select DIVISION: Select DIVISION: Select DIVISION: Select DIVISION: TRM	INITIAL: NV NICK NAME: DOB: MAIL CODE: DATE: DIVISION ODE: @ Verify Code Change (Y/N): NO
WARNING: DELETIONS ARE DONE IMMEDIATELY! (EXITING WITHOUT SAVING WILL NOT R Are you sure you want to delete this entire S	ESTORE DELETED RECORDS.) ubrecord (Y/N)? Y

8. ENTER "Y" TO DELETE THE DIVISION

🛃 sdvmcctest02.medsphere.com - PuTTY		_ 🗆 ×
Ed	lit an Existing User	
NAME: VEGA,NICOLE		Page 1 of 5
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination Reason:	INITIAL: NV NICK NAME: DOB: MAIL CODE: TERMINATION DATE:	
PRIMARY MENU OPTION: Select SECONDARY MENU OPTIONS: Want to edit ACCESS CODE (Y/N): Want to edit VERIFY CODE (Y/N):	EVE BEHOFS FLOWSHEETS FILE MANAGER ACCESS CODE: @ Require Verify Code Change (Y,	/N): NO
Select DIVISION: SERVICE/SECTION:	<mark>G</mark> ENERAL HOSPITAL IRM	
Exit Save Next Page Pr	revious Page Refresh Quit HI	ELP Insert

9. ENTER THE NEW DIVISION

🖉 sdvmcctest02.medsphere.com - PuTTY			
Edit an Existing User			
NAME: VEGA,NICOLE	Page 1 of 5		
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination Reason:	INITIAL: NV NICK NAME: DOB: MAIL CODE: TERMINATION DATE:		
PRIMARY MENU OPTION: EVE Select SECONDARY MENU OPTIONS: BEHOFS FLOWSHE Want to edit ACCESS CODE (Y/N): FILE MAN Want to edit VERIFY CODE (Y/N): Require	EETS NAGER ACCESS CODE: @ Verify Code Change (Y/N): NO		
Select DIVISION: AUSTIN SERVICE/SECTION: IRM			
Exit Save Next Page Previous Page	Refresh Quit HELP Insert		

10. HIT ENTER

🛃 sdvmcctest02.medsphere.com - PuTTY	
Edit an Existin	ng User 🔺
NAME: VEGA, NICOLE	Page 1 of 5
NAME VEGA,NICOLE	INITIAL: NV
TITLE: SYSTEM MANAGER	NICK NAME:
SSN:	DOB:
DEGREE:	MAIL CODE:
DISUSER:	TERMINATION DATE:
Termination Reason:	
PRIMARY MENU OPTION: EVE	
Select SECONDARY MENU OPTIONS: BEHOFS FLOW	SHEETS
Want to edit ACCESS CODE (Y/N): FILE M	MANAGER ACCESS CODE: @
Want to edit VERIFY CODE (Y/N): Requir	re Verify Code Change (Y/N): NO
Select DIVISION: AUSTIN	
SERVICE/SECTION: IRM	
	200
	200
Are you adding AUSIIN as a new DIVISION	(The 2ND FOR THIS NEW PERSON)? NO/

11. ENTER "Y" TO ADD NEW DIVISION

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	Edit an Existing User	
NAME: VEGA, NICOLE		Page 1 of 5
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination R PRIM Select SECONDA Want to edit AC	INITIAL: NV NICK NAME: DOB: MAIL CODE: DATE: DIVISION AUSTIN	
Select DIVIS SERVICE/SECT	SION: AUSTIN TON: IRM	7N): NO
Close Refresh	E	HELP Insert

12. HIT ENTER

🛃 sdvmcctest02.medspher	re.com - PuTTY		
NAME: VEGA,NICOL	Edit an Exist E	ting User	▲ Page 1 of 5
NAME VEGA, TITLE: SYSTE SSN: DEGREE: DISUSER: Termination R	NICOLE M MANAGER	INITIAL: NV NICK NAME: DOB: MAIL CODE: DATE: DIVISION	
PRIM Select SECONDA Want to edit AC Want to edit VEF S	DIVISION: AUSTIN DEFAULT: RIFY CODE (Y/N): Requ Select DIVISION: AUSTIN SERVICE/SECTION: IRM	ODE: @ uire Verify Code Change (Y	//N): NO
Close Refresh		ŀ	ELP Insert

13. HIT ENTER

🛃 sdvmcctest02.medsphere.com - PuTTY			
NAME: VEGA,NICOL	Edit an Existing User E	Page 1 of 5	
NAME VEGA,NICOLE INITIAL: NV TITLE: SYSTEM MANAGER NICK NAME: SSN: DOB: DEGREE: MAIL CODE: DISUSER: DIVISION		NV	
Select SECONDA DEFAULT: Want to edit AC Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO Select DIVISION: AUSTIN SERVICE/SECTION: IRM			
Close Refresh Click on one of the above COMMANDs, or on a FIELD			
COMMAND: COMMAND		HELP Insert	

14. TAB DOWN TWICE TO GET TO COMMAND LINE AND ENTER "SAVE"

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Edit an NAME: VEGA,NICOLE	Existing User Page 1 of 5		
NAME VEGA,NICOLE TITLE: SYSTEM MANAGER SSN: DEGREE: DISUSER: Termination Reason: PRIMARY MENU OPTION: EVE Select SECONDARY MENU OPTIONS: BEHOF	INITIAL: NV NICK NAME: DOB: MAIL CODE: TERMINATION DATE:		
Want to edit ACCESS CODE (Y/N): Want to edit VERIFY CODE (Y/N):	FILE MANAGER ACCESS CODE: @ Require Verify Code Change (Y/N): NO		
Select DIVISION: SERVICE/SECTION: IRM			
Exit Save Next Page Previous Page Refresh Quit Click on one of the above COMMANDs, or on a FIELD			
COMMAND: SAVE	HELP Insert		