

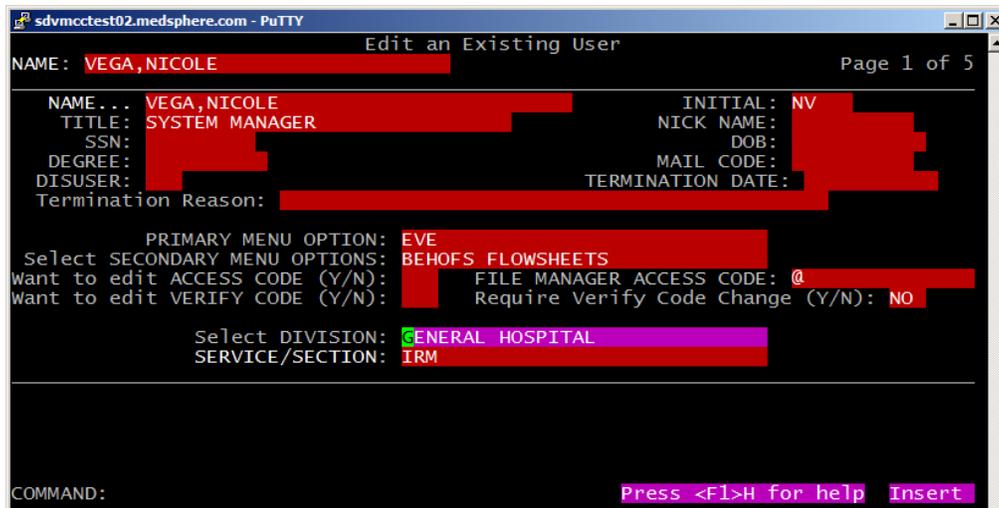
REMOVING/DELETING A DIVISION FROM EDIT EXISTING USER OPTION

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**

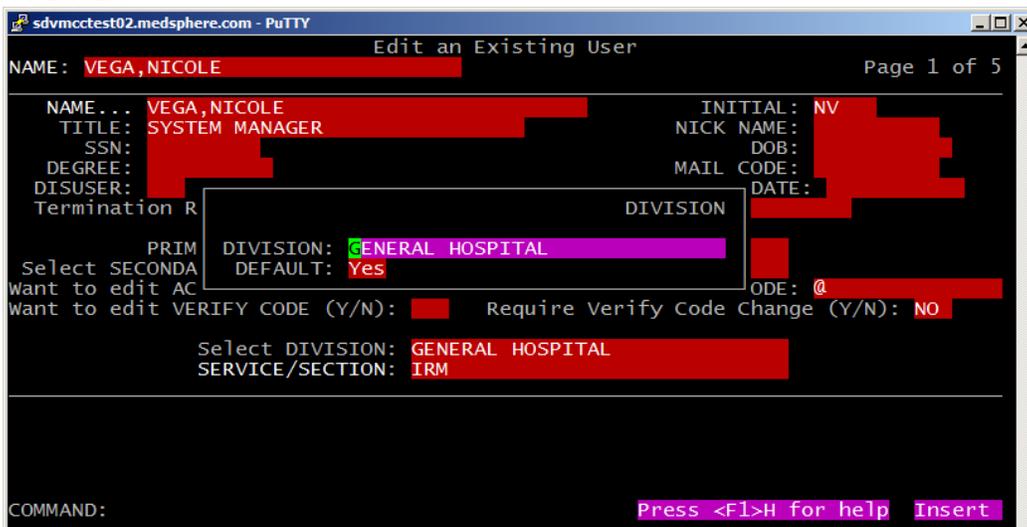
Select NEW PERSON NAME: VEGA,NICOLE NV SYSTEM MANAGER

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



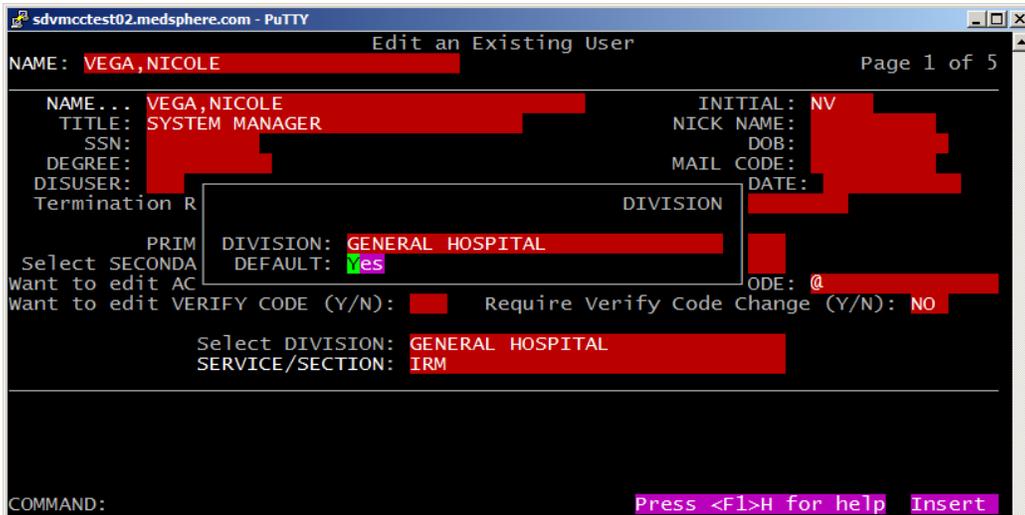
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sdvmcctest02.medsphere.com - PuTTY
Edit an Existing User
Page 1 of 5
NAME: VEGA,NICOLE
NAME... VEGA,NICOLE INITIAL: NV
TITLE: SYSTEM MANAGER NICK NAME:
SSN: DOB:
DEGREE: MAIL CODE:
DISUSER: TERMINATION DATE:
Termination Reason:
PRIMARY MENU OPTION: EVE
Select SECONDARY MENU OPTIONS: BEHOFS FLOWSHEETS
Want to edit ACCESS CODE (Y/N): FILE MANAGER ACCESS CODE: @
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO
Select DIVISION: GENERAL HOSPITAL
SERVICE/SECTION: IRM
COMMAND: Press <F1>H for help Insert
```

2. HIT ENTER

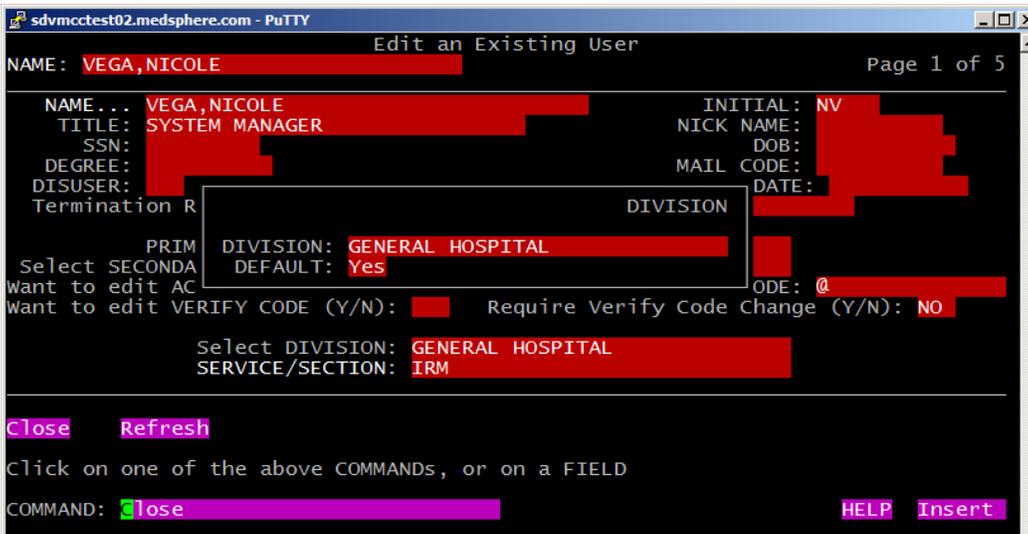


```
sdvmcctest02.medsphere.com - PuTTY
Edit an Existing User
Page 1 of 5
NAME: VEGA,NICOLE
NAME... VEGA,NICOLE INITIAL: NV
TITLE: SYSTEM MANAGER NICK NAME:
SSN: DOB:
DEGREE: MAIL CODE:
DISUSER: DATE:
Termination R DIVISION
PRIM DIVISION: GENERAL HOSPITAL
Select SECONDA DEFAULT: Yes
Want to edit AC ODE: @
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO
Select DIVISION: GENERAL HOSPITAL
SERVICE/SECTION: IRM
COMMAND: Press <F1>H for help Insert
```

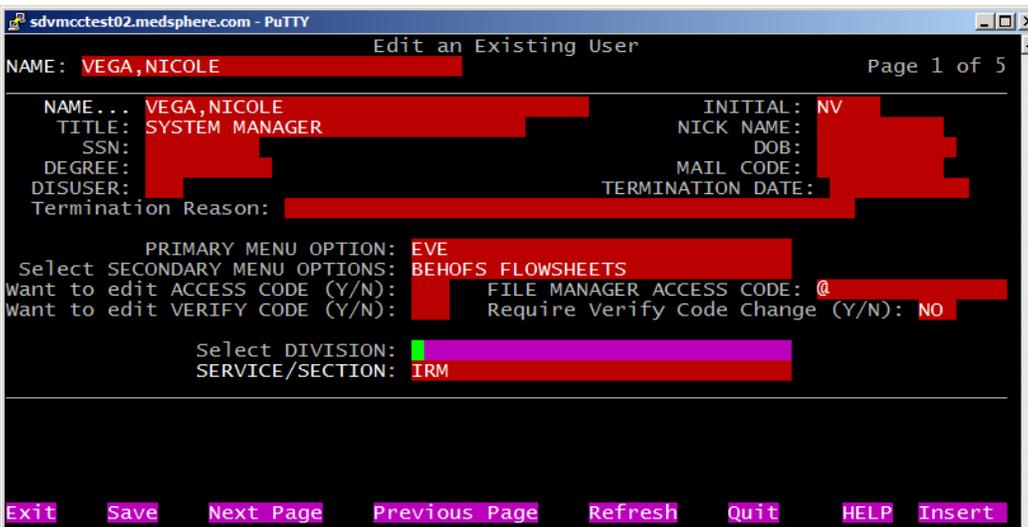
3. HIT ENTER



4. HIT ENTER



5. HIT ENTER TO CLOSE



6. ENTER DIVISION YOU NEED TO DELETE

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Edit an Existing User Page 1 of 5

NAME: VEGA, NICOLE

NAME... VEGA, NICOLE INITIAL: NV
TITLE: SYSTEM MANAGER NICK NAME:
SSN: DOB:
DEGREE: MAIL CODE:
DISUSER: DATE:
Termination Reason: DIVISION

PRIM DIVISION: @
Select SECONDARY MENU OPTIONS: DEFAULT:
Want to edit ACCESS CODE (Y/N): ODE: @
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO

Select DIVISION: DEMO
SERVICE/SECTION: IRM

Close Refresh HELP Insert

7. ENTER "@" TO DELETE

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Edit an Existing User Page 1 of 5

NAME: VEGA, NICOLE

NAME... VEGA, NICOLE INITIAL: NV
TITLE: SYSTEM MANAGER NICK NAME:
SSN: DOB:
DEGREE: MAIL CODE:
DISUSER: DATE:
Termination Reason: DIVISION

PRIM DIVISION: @
Select SECONDARY MENU OPTIONS: DEFAULT:
Want to edit ACCESS CODE (Y/N): ODE: @
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO

Select DIVISION: DEMO
SERVICE/SECTION: IRM

WARNING: DELETIONS ARE DONE IMMEDIATELY!
(EXITING WITHOUT SAVING WILL NOT RESTORE DELETED RECORDS.)
Are you sure you want to delete this entire Subrecord (Y/N)? Y

8. ENTER "Y" TO DELETE THE DIVISION

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Edit an Existing User Page 1 of 5

NAME: VEGA, NICOLE

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 FLOWSHEETS
Want to edit ACCESS CODE (Y/N): FILE MANAGER ACCESS CODE: @
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO

Select DIVISION: GENERAL HOSPITAL
SERVICE/SECTION: IRM

Exit Save Next Page Previous Page Refresh Quit HELP Insert

9. ENTER THE NEW DIVISION

```
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Edit an Existing User
Page 1 of 5
NAME: VEGA, NICOLE
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 FLOWSHEETS
Want to edit ACCESS CODE (Y/N): FILE MANAGER ACCESS CODE: @
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO

Select DIVISION: AUSTIN
SERVICE/SECTION: IRM

Exit Save Next Page Previous Page Refresh Quit HELP Insert
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10. HIT ENTER

```
sdvmcctest02.medsphere.com - PuTTY
Edit an Existing User
Page 1 of 5
NAME: VEGA, NICOLE
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 FLOWSHEETS
Want to edit ACCESS CODE (Y/N): FILE MANAGER ACCESS CODE: @
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N): NO

Select DIVISION: AUSTIN
SERVICE/SECTION: IRM

200
Are you adding 'AUSTIN' as a new DIVISION (the 2ND for this NEW PERSON)? No/
/ Y
```

11. ENTER "Y" TO ADD NEW DIVISION

```
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Edit an Existing User
Page 1 of 5
NAME: VEGA, NICOLE
NAME... VEGA, NICOLE          INITIAL: NV
TITLE: SYSTEM MANAGER        NICK NAME:
SSN:                          DOB:
DEGREE:                        MAIL CODE:
DISUSER:                       TERMINATION DATE:
Termination R
DIVISION
PRIM DIVISION: AUSTIN
Select SECONDA DEFAULT:
Want to edit AC
Want to edit VERIF CODE (Y/N): Require Verify Code Change (Y/N): NO

Select DIVISION: AUSTIN
SERVICE/SECTION: IRM

Close Refresh HELP Insert
```

12. HIT ENTER

```
sdvmcctest02.medsphere.com - PuTTY
Edit an Existing User
Page 1 of 5
NAME: VEGA, NICOLE
NAME... VEGA, NICOLE          INITIAL: NV
TITLE: SYSTEM MANAGER        NICK NAME:
SSN:                          DOB:
DEGREE:                        MAIL CODE:
DISUSER:                       DATE:
Termination R                 DIVISION
PRIM                            DIVISION: AUSTIN
Select SECONDARY              DEFAULT:
Want to edit ACCESS CODE (Y/N):  Require Verify Code Change (Y/N): NO
ODE: @
Select DIVISION: AUSTIN
SERVICE/SECTION: IRM
Close Refresh HELP Insert
```

13. HIT ENTER

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

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

```
sdvmcctest02.medsphere.com - PuTTY
Edit an Existing User
Page 1 of 5
NAME: VEGA, NICOLE
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 FLOWSHEETS
Want to edit ACCESS CODE (Y/N):  FILE MANAGER ACCESS CODE: @
Want to edit VERIFY CODE (Y/N):  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
```