

User Search

NOTE: Funeral home administrators can only view Funeral Director and Funeral Home Support Staff accounts.
Medical facility/ME office administrators can only view Medical Certifier and Medical Facility Support Staff accounts.

- 1 To perform a Users search:
- Click the **Users Fast Link** on your Home page, or
 - Select **Security** → **Users** from the **Table Maintenance** menu



- 2 To locate a currently active account, enter the **Username** and/or **Last Name** and click the **Search Current** button.

Users

Username Last Name

Search Current

- 3 The search results display with all facilities that the account is currently associated with.

Users

Username Last Name Office

User Name ↑	Name	Office Name
▶ jackblack	Black, Jack	West Shore Hospital

- 4 To locate inactive accounts or active accounts with terminated associations, perform the search using the **Search All** button.

Users

Username Last Name

Search All

- 5 The search results display with all facilities that the user has been associated with.

Users

Username Last Name Office

User Name ↑	Name	Office Name
▶ jackblack	Black, Jack	Harrisburg Hospital West Shore Hospital

- 6 Click the **Arrow** icon next to the **Username** link to view the user's role and status of each association.

▶ jackblack	Black, Jack	Harrisburg Hospital West Shore Hospital	01/01/1900	
Office	Roles	Start Date	End Date	Login
Harrisburg Hospital	Default Death Medical Certifier	01/01/1900	04/01/2016 23:59:59	
West Shore Hospital	Default Death Medical Certifier	01/01/1900		

For this user, West Shore Hospital is still active, but Harrisburg Hospital was terminated on March 1, 2016.

- 7 To view the User Summary with all of the user's account information, click the **Username** link in the search results.

Users

Username Last Name Office

User Name ↑	Name	Office Name
▶ jackblack	Black, Jack	Harrisburg Hospital West Shore Hospital

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The User Summary displays with all of the user's current account information.

Click the **Return** button to return to the Search Results screen.

User Summary

User Id: 10206 User Name: jackblack Password Expiration: 04/04/2016 Start Date: 01/01/1900 End Date: Logon Attempts: 0 Update Login Information	Name: Jack Black Title: MD User Address: 200 Front Street Harrisburg, Pennsylvania 17110 User Mailing Address: Update User	Work Number: - Ext Cell Number: - Home Number: - Ext Fax Number: - Ext E-mail: jack@black.com Preferred Contact: Update Contact Information	Medical License: MD082016 NPI Number: - Funeral Director License: Update Licenses
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West Shore Hospital
Jack Black is authorized to sign for the following events: Death

User Type Medical Certifier Total records : 1	Office West Shore Hospital Total records : 1	Roles Default Death Medical Certifier Total records : 1	Additional Business Functions No data found.
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[Update Offices/Roles/Business Functions](#)

[Biometric Enrollment](#) [Return](#)

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To view active accounts associated with a facility, enter the **Facility Name** in the **Office** field and click the **Search Current** button.

<input type="text" value="Username"/>	<input type="text" value="Last Name"/>	<input type="text" value="Office"/> All Care Hospice	Search Current
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The search results display with all active accounts associated with the facility.

<input type="text" value="Username"/>	<input type="text" value="Last Name"/>	<input type="text" value="Office"/> All Care Hospice			
User Name ↑	Name	Office Name	Start Date	End Date	
▶ cbarton	Barton, Clara	All Care Hospice	01/01/1900		
▶ finight	Nightingale, Florence	All Care Hospice	01/01/1900		
▶ mawelby	Welby, Marcus	All Care Hospice	01/01/1900		
					Total Records: 3

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To view active and terminated accounts associated with a facility, enter the **Facility Name** in the **Office** field and click the **Search All** button.

<input type="text" value="Username"/>	<input type="text" value="Last Name"/>	<input type="text" value="Office"/> All Care Hospice	Search All
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The search results display with all active and terminated accounts associated with the facility.

<input type="text" value="Username"/>	<input type="text" value="Last Name"/>	<input type="text" value="Office"/> All Care Hospice			
User Name ↑	Name	Office Name	Start Date	End Date	
▶ bospencer	Spencer, Bobby	All Care Hospice	01/01/1900	02/11/2016 23:59:59	
▶ cbarton	Barton, Clara	All Care Hospice	01/01/1900		
▶ finight	Nightingale, Florence	All Care Hospice	01/01/1900		
▶ mawelby	Welby, Marcus	All Care Hospice	01/01/1900		
					Total Records: 4