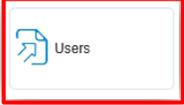


Terminating User Access: Multiple Facility or Campus Associations

Note: Immediately after logging in to DAVE™, click on the link for the first facility or campus from which the user’s access will be terminated.

1 From the Home screen, click the **Users** fast link.



2 Enter the Username or Last Name.

Search for a User

Username	Last Name	Office
	murphy	

Then click the **Search All** button.

Search All

3 Click the appropriate **user name** link in the **User Name** field in the search results to display the User Summary.

User Name ↑	Name	Office Name	Start Date	End Date
smurphy	Murphy, Shawn	Harrisburg Hospital Holy Spirit	01/01/1900	

4 Click the **Update Offices/Roles/Business Functions** link on the User Summary.

Harrisburg Hospital
Shawn Murphy is authorized to sign for the following events: Death

<p>User Type</p> <p>Medical Certifier</p> <p style="text-align: right; font-size: small;">Total Records : 1</p>	<p>Office</p> <p>Harrisburg Hospital</p> <p>Holy Spirit</p> <p style="text-align: right; font-size: small;">Total Records : 2</p>	<p>Roles</p> <p>Default Death Medical Certifier</p> <p style="text-align: right; font-size: small;">Total Records : 1</p>	<p>Additional Business Functions</p> <p>No data found.</p>
--	--	--	---

Update Offices/Roles/Business Functions

5 The Update User screen displays. Select the facility or campus name from the **Office Affiliations Assigned to the user** field and click the **Remove Arrow** button.

<p>Available Office Affiliations</p> <div style="border: 1px solid #ccc; height: 100px;"></div>	<div style="border: 1px solid #ccc; padding: 2px; background-color: #0056b3; color: white; width: 20px; height: 20px; margin: 2px auto;">v</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #0056b3; color: white; width: 20px; height: 20px; margin: 2px auto;">v v</div> <div style="border: 2px solid red; padding: 2px; background-color: #0056b3; color: white; width: 20px; height: 20px; margin: 2px auto;">^</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #0056b3; color: white; width: 20px; height: 20px; margin: 2px auto;">^ ^</div>	<p>Office Affiliations Assigned to the user</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 2px solid red; padding: 2px; display: inline-block;">Harrisburg Hospital</div> Holy Spirit </div>
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Note: Only one facility can be removed with each login. Instructions for removing additional facilities can be found at the end of this Quick Reference Sheet.

6

The selected facility or campus is no longer assigned to the user. Click the **Next** button.

7

The User Types screen displays, showing the remaining facility or campus associations. Click the **Next** button.

Remove	User Type	Office Affiliation
<input type="checkbox"/>	Medical Certifier	Holy Spirit

8

User Roles: No action can be taken.

Click the **Next** button.

9

Business Functions: No action can be taken.

Click the **Finish** button.

10

The User Summary screen displays.

Note: The facility or campus association that was removed will continue to display until midnight.

Click the **Return** button.

Shawn Murphy is authorized to sign for the following events: Death

User Type	Office	Roles	Additional Business Functions
Medical Certifier Total Records : 1	Harrisburg Hospital Holy Spirit Total Records : 2	Default Death Medical Certifier Total Records : 1	No data found.

11

The screen for performing a users search displays. There will be a date and time in the **End Date** column of the facility or campus for which access was terminated.

This confirms that the facility or campus association has been removed.

Username	Last Name	Office		
	murphy			
User Name ↑	Name	Office Name	Start Date	End Date
smurphy	Murphy, Shawn	Harrisburg Hospital Holy Spirit	01/01/1900	
Office		Roles	Start Date	End Date
Harrisburg Hospital		Default Death Medical Certifier	01/01/1900	11/03/2017 23:59:59
Holy Spirit		Default Death Medical Certifier	01/01/1900	

Notes:

- Only one facility or campus association can be removed at a time, and it is limited to the facility or campus selected at login.
- When user access is to be terminated for more than one facility or campus, do the following:
 - Complete **Steps #1 – #9** to terminate user access for the facility or campus selected on the login screen.
 - Select **Change Office** from the **Main** menu. This will execute logoff. Then login, selecting a different facility or campus link on the login screen.
 - Repeat **Steps #1 – #9** to terminate user access for each additional facility or campus.
- If user access for all facilities or campuses is terminated with access to the last facility or campus occurring on a separate day, a pop-up box will appear after completing **Step #6**. It will say “Removing this office affiliation will end date the user. Do you wish to proceed?” When this occurs, click the **OK** button to move to the next step.