pennsylvania
DEPARTMENT OF HEALTH

Viewing Facility Users: Active and Terminated

1 After logging into EDRS as a Facility Account Manager, click on the Users (figure 1) button of the home screen or select Security>Users (figure 2) from the Table Maintenance Drop Down on the top tool bar.

2 Enter either the full facility name or a part of the facility name (figure 1) and click the **Search All** (Figure 2) button to view all active and terminated users associated with your facility.

3 The search results display all currently active data providers and non-data providers associated with your facility. The total number (figure 1) of users will display at the bottom on each page of the search results, but only 15 user account records display on each page of the search results.

	User Name ↑	Name	Office Name	User Type	Start Date	End Date
▶	AScott	Scott, Amber M	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900 00:00:00	
▶	CFinney	Finney, Cynthia Lee	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900 00:00:00	
▶	jaatestfha	Anderson-Green, Allen	Jefferson Memorial Funeral Home Inc	Funeral Home User	01/01/1900 00:00:00	
▶	JHowell	Howell, Jennifer Sue	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900 00:00:00	
▶	KRust	Rust, Kenneth R	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900 00:00:00	
▶	MDougherty	Dougherty, Mark Patrick	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900 00:00:00	
▶	MSwartz	Swartz, Michael	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900 00:00:00	
▶	testfdjm	Director, Test Funeral	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900 00:00:00	3/27/2020 11:59:59 PM
▶	TMccallist	Mccallister, Timothy W	Jefferson Memorial Funeral Home Inc	Funeral Director	01/01/1900	

Total Records: 9

Note:
Terminated user records display a **Termination Date** in the **End Date** column (figure2).

Your facility name must be entered as it is in EDRS, i.e. J R Nelson Funeral Home not J. R. Nelson Funeral Home.

A partial name search will result in will yield more results including those from other facilities.

If you have more than 15 users, click the Page Navigation links at the bottom of the search results to view additional pages of user account records.

4 Click the **Arrow** (figure 1) icon beside the **User Name** to preview the selected user's office location (figure 2) and role (figure 3).