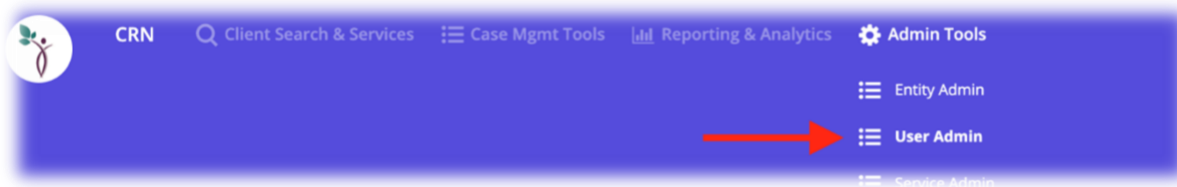




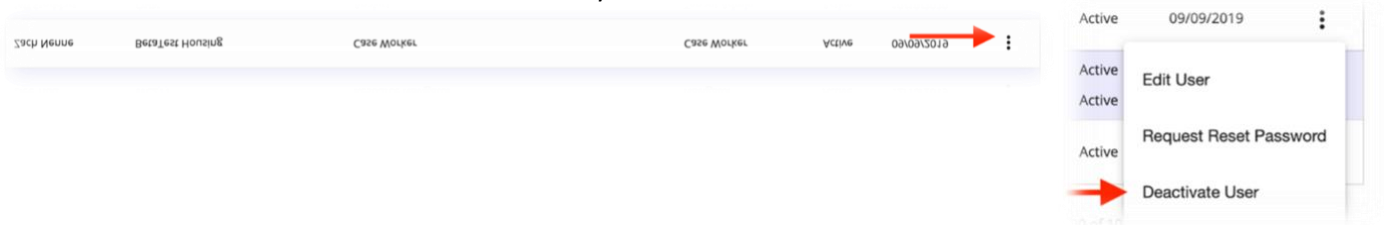
Admin Tools

Deactivate a User

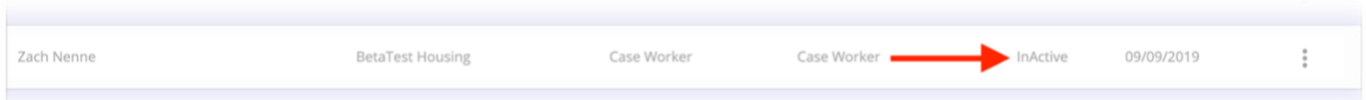
Deactivating users is found in the admin tools and may be performed by QHN/CRN team members and Entity Admins. To access this feature, select User Admin from the Admin Tools dropdown.



Locate the user from the user list either by scrolling or searching by first or last name. Access Deactivate user from the three-dot menu located to the left of the user entry.



When a user is deactivated their entry is greyed out and the status is changed to InActive.



ProTip: The search field is very powerful. Search by any of part of any field in any column to find what you are looking for. Just start typing and watch your results change.