



Inactive User Function:

LMS USER GUIDE

1. Managers can now deactivate a user in the following ways:

- a. Individually, using the “Inactivate” button in the Inactivate User section

The screenshot shows the 'Manage Users' interface. At the top, there is a navigation bar with 'Overview', 'Manage Users', 'Manage Training', 'Reports', 'Settings', and 'Manage Library'. Below this is a sub-navigation bar with 'Manage Users', 'User Uploads', and 'Library Assignment'. The main content area has tabs for 'Search Users', 'Add User', and 'Inactivate Users'. Under 'Search Users', there are sub-tabs for 'User Profile', 'User Enrollments', and 'User Certificates'. The 'User Profile' tab is active, showing a form for 'Login Information' with fields for 'Login ID/ Username *' (cindy.allison), 'Password *', and 'Confirm Password *'. Below the form, the 'User Status' is 'Active'. To the right, there is a sidebar with 'Administrative Options' including 'Move User', 'Library Assignment', 'Password Reset', and 'Inactivate User'. The 'Inactivate User' option is highlighted with a red box, and a sub-section below it contains an 'Inactivate' button.

- b. In bulk, using the Inactivate Users tab

The screenshot shows the 'Manage Users' interface with the 'Inactivate Users' tab selected. It features search filters for 'Select by Account', 'Select by Job Role', and 'Keywords'. A 'Search' button is highlighted in green. Below the filters, there is a checkbox for 'Select all users on all pages' and a 'Total Number of Users : 3' indicator. A table lists the users with columns for 'Username', 'First Name', 'Last Name', 'Email', 'Job Role', and 'Assigned Libraries'. All three users have their selection checkboxes checked. Below the table, an 'Inactivate' button is highlighted in green.

	Username	First Name	Last Name	Email	Job Role	Assigned Libraries
<input checked="" type="checkbox"/>	cindy.allison	Cindy	Allison	none@none.com		Health, Safety, Environment
<input checked="" type="checkbox"/>	norman.reedus	Norman	Reedus	none@none.com		Health, Safety, Environment
<input checked="" type="checkbox"/>	inactiveuseradmin	Test Inactive	Admin	sherry.hipple@redvector.com		

2. Managers will be able to search for and view details on users that have been inactivated:

The screenshot shows the 'Manage Users' interface with the following components:

- Navigation Bar:** Overview, Manage Users (active), Manage Training, Reports, Settings, Manage Library.
- Sub-headers:** Manage Users, User Uploads, Library Assignment.
- Search Filters:**
 - Account: Search box, Account Search, Clear, Test Inactive User Status Master Account (dropdown)
 - Username: Search box
 - First Name: Search box
 - Last Name: Search box
 - Email: Search box
 - User Status: **Dropdown menu (highlighted in red) with options: All, All, Active, Inactive.**
 - Does this user hold professional licenses or certifications for CE tracking?: Search box
 - License: Select dropdown
 - Profession: Select dropdown
 - Library: Select dropdown
 - Search button
- Total Users :6**
- User List Table:**

Options	Username	First Name	Last Name	Email	Status	Assigned Libraries
SELECT	cindy.allison	Cindy	Allison	none@none.com	Active	Health, Safety, Environment
SELECT	alex.bell	Alex	Bell	none@none.com	Inactive	
SELECT	blane.fields	Blane	Fields	none@none.com	Inactive	
SELECT	cathy.love	Cathy	Love	none@none.com	Inactive	
SELECT	norman.reedus	Norman	Reedus	none@none.com	Active	Health, Safety, Environment
SELECT	joe.shmoe	Joe	Shmoe	none@none.com	Inactive	

3. Managers will be able to pull reports containing / against inactive users:

4. Once inactivated, a user will only have access to print and/or email his or her certificates: