

Viewing Facility Users: Active and Terminated

Notes:

- This search produces a list of users based on the search criteria (*Current* or *All*). Although this has many uses, one possible use is for reconciling the search results with the DAVE™ User Account Request forms on file.
- If your facility is also a birthing facility, the names of users who report births will appear as well.

1

From the Home page, click the **Users** fast link.



2

Enter the facility or campus name in the **Office** field. Do not enter anything in the other two fields.



The screenshot shows a search form titled 'Users' with three input fields: 'Username', 'Last Name', and 'Office'. The 'Office' field contains the text 'Harrisburg Hospital' and is highlighted with a red box.

To search for all currently active users associated with your facility or campus, click the **Search Current** button.

Search Current

To search for all users (including those with terminated accounts) that have been associated with your facility or campus, click the **Search All** button.

Search All

3

The search results will display. Below is an example of results when the **Search All** button is clicked.

User Name ↑	Name	Office Name	Start Date	End Date
▶ adivittore	DiVittore, Amanda	Harrisburg Hospital	11/12/2013	
▶ alexkarev	Karev, Alex	Harrisburg Hospital	01/01/1900	
▶ amith4	SMITH, AMY	Harrisburg Hospital	01/01/1900	
▶ bchaudhry	Chaudhry, Bilal	Harrisburg Hospital	01/01/1900	
▶ befrey	Frey, Beverly	Harrisburg Hospital	01/01/1900	
▶ bettyboop	Boop, Betty	Harrisburg Hospital	01/01/1900	
▶ BirthClerk	Clerk, Birth	Harrisburg Hospital	01/01/1900	
▶ brudavis	DAVIS, BRUCE	Harrisburg Hospital	01/01/1900	02/22/2016 23:59:59
▶ cbarton	Barton, Clara	Harrisburg Hospital	01/01/1900	
▶ charieb	Brown, Charlie	Harrisburg Hospital	01/01/1900	03/31/2016 23:59:59
▶ chilly	Willy, Chilly	Harrisburg Hospital	01/01/1900	
▶ chrisyang	Yang, Christina	Harrisburg Hospital	01/01/1900	
▶ clarkbar	Bar, Clark	Harrisburg Hospital	01/01/1900	
▶ crivera	Rivera, Christine	Harrisburg Hospital	01/01/1900	
▶ dglorioso	Glorioso, Dominic	Harrisburg Hospital	01/01/1900	

First 1 2 3 4 5 Last Total Records: 62

Note: Up to 15 user account records display on each page of the search results. Click the **Page Navigation** links to view additional pages of user account records.

Terminated user records display a termination date in the **End Date** column.

4

Click the **Arrow** icon beside the **User Name** to preview additional user account information for the user.

	charlieb	Brown, Charlie	Harrisburg Hospital	01/01/1900	03/31/2016 23:59:59
Office		Roles		Login	
				Start Date	End Date
Harrisburg Hospital		Default Death Medical Certifier		01/01/1900	03/31/2016 23:59:59

The selected user's office location and role displays. If the user's association with this facility has been terminated, the termination date and time will display in the **End Date** column.