

View, Add, Edit, and Delete Users

These instructions detail how users with administrative privileges can view, add, edit, and delete application users.




View a Specific User

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Users** menu link.






2. The User List page opens. Locate the user in the list.
3. Click on the user's row to view their information on the User Details page that opens.

Add a New User

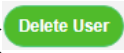

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Users** menu link.
2. Scroll down to the bottom of the User List page and click the **Add New User** button (). The User Add page opens.
3. Enter information into all of the required fields (marked with asterisks) and click the **Save Page** icon ().
4. To cancel without saving any changes, click the **Cancel** icon ().

Edit a User

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Users** menu link.
2. Locate the user in the list and click on their row. The User Details page opens with the user's details pre-populated in the fields.

3. Click the **Edit** icon () to edit the information.
4. Click the **Save Page** icon to save the changes.
5. To cancel without saving any changes, click the **Cancel** icon ().
6. To return to the list of users, click the **Return to the Previous Page** icon ().

Delete a User

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Users** menu link.
2. Locate the user in the list and click on their row.
3. Click the **Delete User** button () located in the upper right-hand corner of the User Details page. After clicking the **Delete User** button, the Case Worker field appears at the bottom of the page.
4. The cases associated with the user that is about to be deleted must be reassigned to another case worker. Assign a new case worker by entering the first few characters of the name and then selecting it from the list that appears in the Case Worker field on the User Details page.
5. Click the **Delete Case Worker** button to delete the user.
6. To cancel the deletion of the user, click the **Cancel** icon ().