Option 8 Edit User Status

There are three possible statuses for a registered user in the IPAC database: active, suspended and revoked. The normal user status is active and this status allows the user access to the authorizations he has been granted. When a user is first entered into the IPAC database, his status defaults to active. For security reasons, once a user has been entered in the IPAC database, an IPAC Agency Administrator cannot delete that user.

If a user will not be using the IPAC applications for an extended period of time, due to a vacation, leave of absence, temporary change in job duties or for some other reason, the user's authorizations should be suspended until he again needs access to the IPAC system.

If a user will no longer be granted access to the IPAC system, due to a change in employment or job duties, the user's authorization should be revoked. The practical effects of a suspended or revoked status are the same. When a user's status is suspended or revoked, he cannot access the IPAC system until his status has been changed to active by an Administrator with the proper authorization to make that change.

To make a change to a user's status, select the "Edit User Status" function button from the **Enrollment Main Menu** as shown in Figure 1.27.
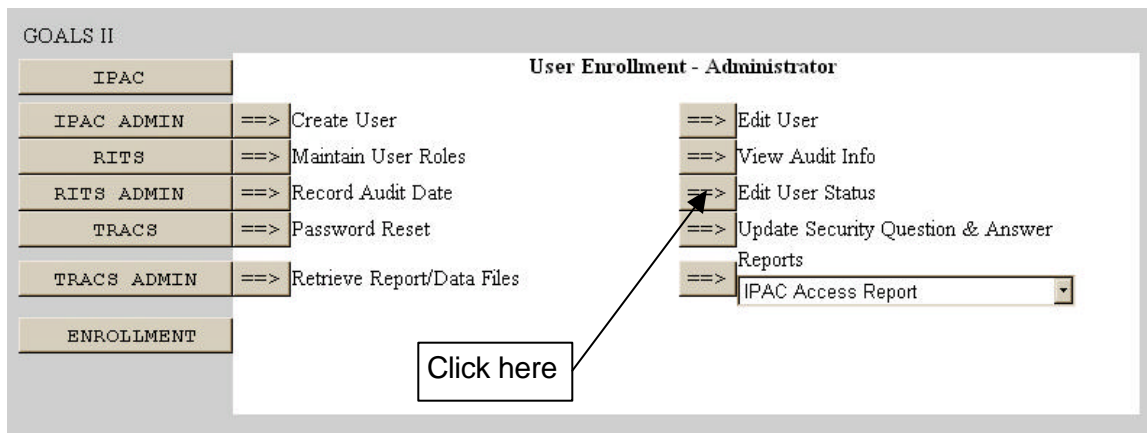

Figure 1.27   Enrollment Main Menu

Retrieve the User's Record

When you select "Edit User Status", the **Find User** screen, shown in Figure 1.28, will display. This screen is used to retrieve the record of a user who is currently in the IPAC database. The process for retrieving a user's record is explained in detail in the *Introduction* to this manual.

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Enrollment - Find User

| Find By LoginId | Find By Name | Return To Enrollment Main Menu | Clear | Help |

Login ID: [   ]

OR

Last name: [   ]

| Find By LoginId | Find By Name | Return To Enrollment Main Menu | Clear | Help |

Figure 1.28   Find User

Edit User Status

When you have retrieved the user's record, the screen shown in Figure 1.29, **Edit User Status**, will display with the current user status in the Status: data entry field.

Enrollment - Edit User Status

| OK | Return To Enrollment Main Menu | Clear | Help |

Name: Jane A. Doe

Click here

Status: Suspended ▾

| OK | Return To Enrollment Main Menu | Clear | Help |

Figure 1.29   Edit User Status

The Status: data entry box contains a drop down menu that you may access by clicking on the down arrow to the right of the current status, as shown in Figure 1.30.

Active
The Active status should be used for all working Login IDs that have access to the applications.

Suspended
If a user will not be using the IPAC applications for an extended period of time, due to a vacation, leave of absence, temporary change in job duties or for some other reason, the user's authorizations should be Suspended until he again needs access to the IPAC system. The Login ID needs to be placed in an Active status when the employee returns to work. Suspending access for a Login ID reduces the risk of unauthorized entry into the applications through the use of this ID.

Revoked

The Revoked status needs to be assigned to Login IDs that will not be used any more. If an employee doesn't require access to the IPAC applications anymore, this status should be used. The Login ID may be placed back in an Active status if needed. Login IDs are not deleted from the system.
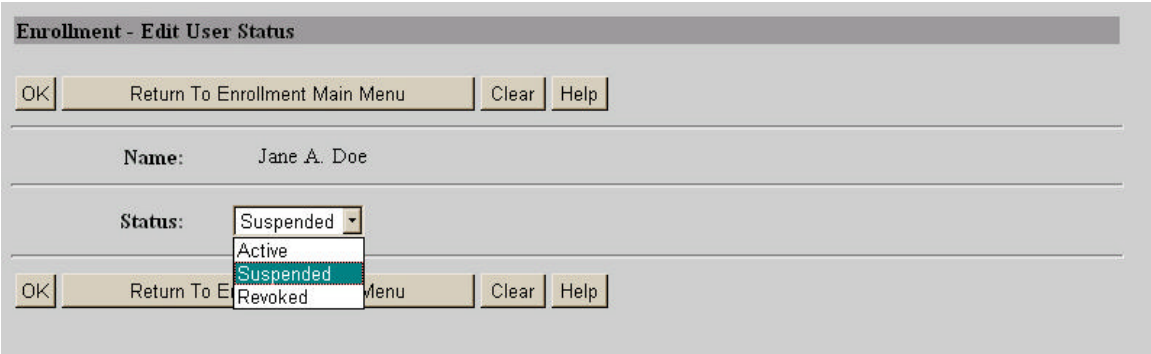
Enrollment - Edit User Status

| OK | Return To Enrollment Main Menu | Clear | Help |

Name: Jane A. Doe

Status: Suspended ▾
          Active
          Suspended
          Revoked

| OK | Return To E... ...enu | Clear | Help |

Figure 1.30   Edit User Status with Menu

Highlight a choice from the drop down menu to select a status. Select the "OK" function button to save the new user's status. The screen in Figure 1.31, **User Status Confirmation,** will display.

User Status Confirmation

Enrollment - User Status Confirmation

| Return To Enrollment Main Menu | Help |

User status has been updated.

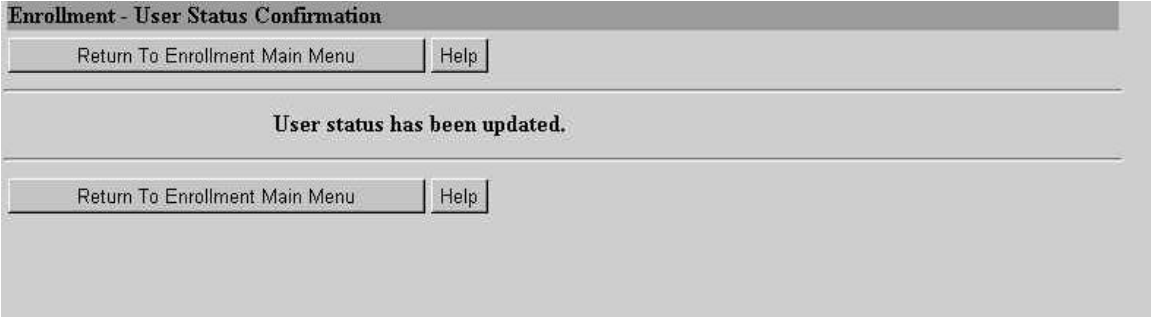| Return To Enrollment Main Menu | Help |

Figure 1.31   User Status Confirmation

This screen confirms that the user status has been updated. Select "Return to Enrollment Main Menu" for more menu options.

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