

REMOVE A USER

If a user no longer needs access to *ServicePoint* (e.g. they no longer work for the provider/organization), the user may be removed from the system.

IMPORTANT

Be sure you want to delete the user before you do so. Although user information is retained within the database for reporting purposes, they are marked as "Inactive", and therefore, are no longer viewable. Once a user is deleted it cannot be "Undelete."

1. Click the *Admin* tab on the navigation toolbar. The screen will refresh and display the **Admin Dashboard**. (See Figure 1-22)

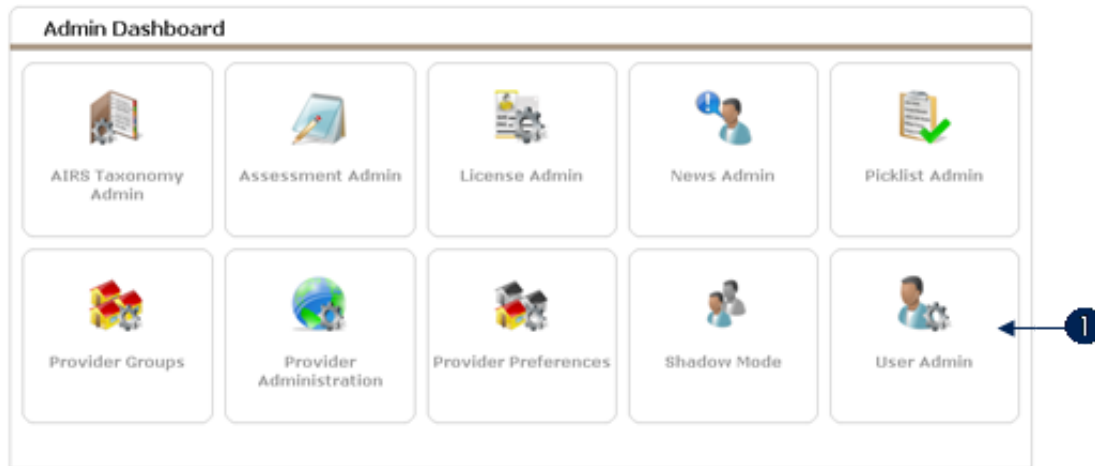


Figure 1-22

2. Click **User Admin**. **(1)** The **User Search** screen will display. (See Figure 1-23)

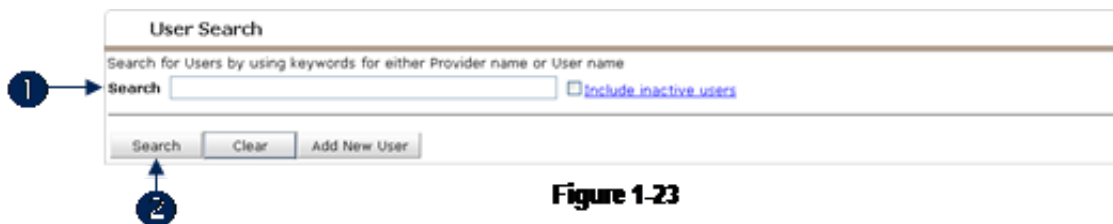
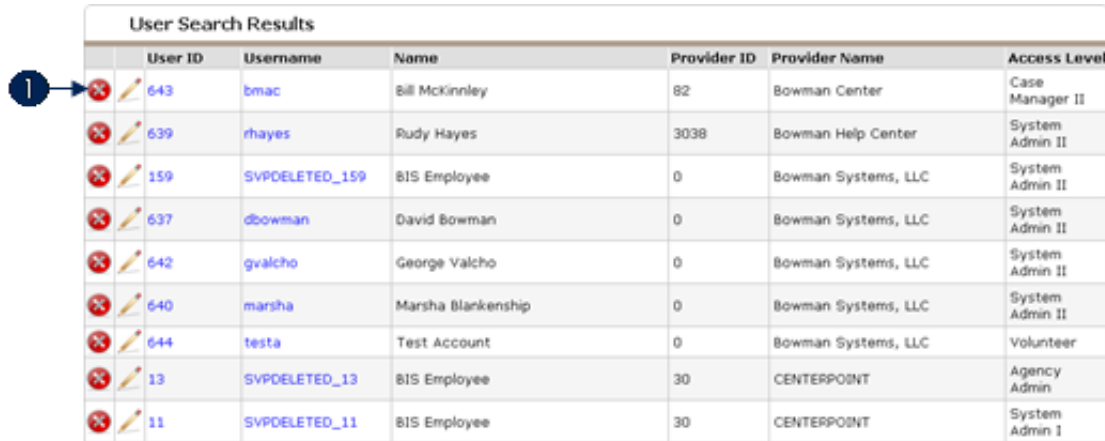


Figure 1-23

3. Enter key words in the **Search (1)** field to locate the user and click **Search. (2)** (See Figure 1-24)






















User Search Results						
	User ID	Username	Name	Provider ID	Provider Name	Access Level
 	643	bmac	Bill McKinley	82	Bowman Center	Case Manager II
 	639	rhayes	Rudy Hayes	3038	Bowman Help Center	System Admin II
 	159	SVPDELETED_159	BIS Employee	0	Bowman Systems, LLC	System Admin II
 	637	dbowman	David Bowman	0	Bowman Systems, LLC	System Admin II
 	642	gvalcho	George Valcho	0	Bowman Systems, LLC	System Admin II
 	640	marsha	Marsha Blankenship	0	Bowman Systems, LLC	System Admin II
 	644	testa	Test Account	0	Bowman Systems, LLC	Volunteer
 	13	SVPDELETED_13	BIS Employee	30	CENTERPOINT	Agency Admin
 	11	SVPDELETED_11	BIS Employee	30	CENTERPOINT	System Admin I

Figure 1-24

4. **User Search Results** will display. Click the **Red X icon**  next to the user that is being removed from *ServicePoint*. **(1)** A confirmation screen will display. (See Figure 1-25)

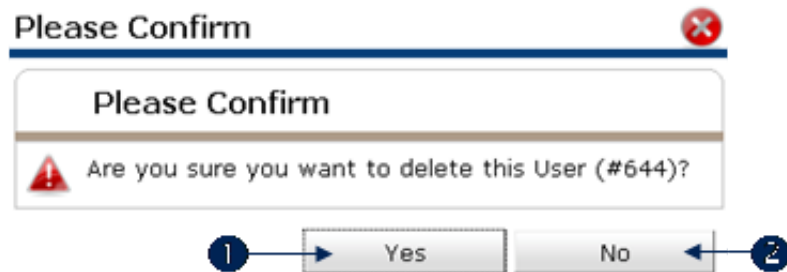


Figure 1-25

5. Click **Yes** to confirm the deletion. **(1)** Click **No** to return to **User Search Results** without deleting the user. **(2)**