Welcome to the Public Health Information System. In this demonstration, you will learn how to deactivate user accounts associated with an establishment. I’ll guide you through the steps of accomplishing this task.

First, click User Management.
Next, click Manage Users.

Click the edit icon for the desired user. Select Daniel Test 21.
Notice the Deactivate link.

Click Deactivate.
A pop-up window appears, confirming your request to deactivate the user account. Click OK.

Notice the Status has changed from Active to Inactive, and the Deactivate link has changed to Activate.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.