

LEADS Daily Bulletin

May 27, 2022

Making Users Inactive in LEADS

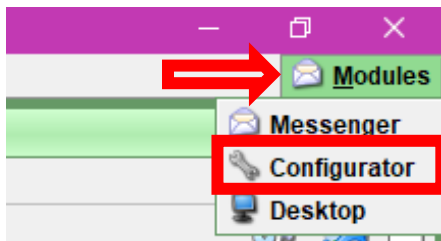
LEADS Agency Coordinators (LAC) and Delegates have the ability to modify users assigned under their agency ORI. If a user is no longer employed by your agency, on a leave of absence or other reasons, LAC's should ensure the user account for the individual is placed inactive in Configurator and nexTEST. **DO NOT** delete the user in any program.

NOTE: There are users who work for multiple agencies and therefore have multiple profiles associated with their user account in Messenger. If the individual you are inactivating has multiple profiles in Messenger, but only one of them needs to be inactivated, please reach out to the help desk instead of disabling the account. Disabling the account will inactivate all profiles for that user.

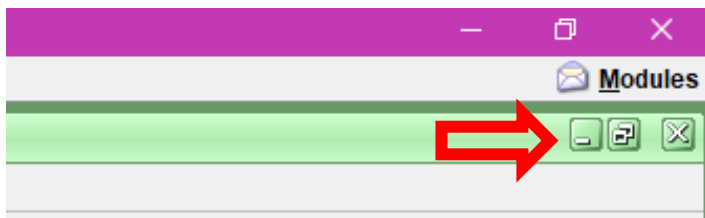
CONFIGURATOR

There are two ways to access Configurator:

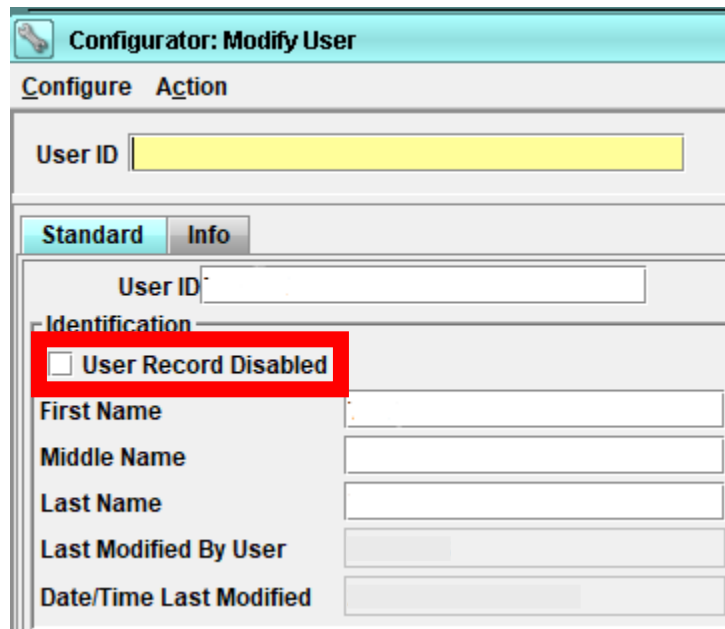
Method 1: In the upper right hand corner of the OpenFox desktop go to Modules, and click the envelope, a drop down menu will appear, select Configurator:



Method 2: Go to the OpenFox desktop. In the upper right hand corner minimize Messenger. The window will minimize and icons will appear on the desktop. Double click on Configurator.



If an employee is no longer employed with your agency or they need to be made inactive for an administrative reason, click the box for “User Record Disabled” (pictured below). See NOTE above.



The screenshot shows a software window titled "Configurator: Modify User". It has two tabs: "Configure" and "Action". Under "Configure", there is a "User ID" text box. Below that are two sub-tabs: "Standard" and "Info". Under the "Standard" tab, there is another "User ID" text box, followed by a section titled "Identification" which contains a checkbox labeled "User Record Disabled" (highlighted with a red box). Below this are text boxes for "First Name", "Middle Name", "Last Name", "Last Modified By User", and "Date/Time Last Modified".

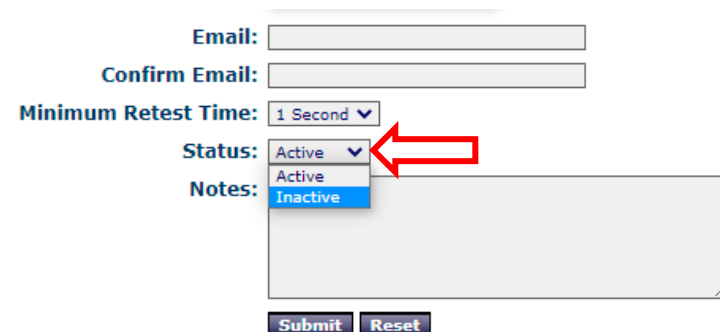
Click OK at the bottom of the user’s profile screen to complete the process.

NEXTEST

To access users listed under your agency, the LAC and/or Administrative Assistants (delegates), will log into nexTEST under the Agency Login. Once logged in, locate the user that needs to be modified. Click the edit button indicated below in the picture (looks like a book).



The User Profile screen will populate the user’s information – *confirm this is the correct user*. At the bottom of the profile screen there will be a Status tab. Click the dropdown and select Inactive. Click Submit at the bottom of the user’s profile screen to complete the process.



The screenshot shows a form with fields for "Email:", "Confirm Email:", "Minimum Retest Time:" (set to "1 Second"), and "Status:". The "Status:" dropdown menu is open, showing "Active" and "Inactive" options. A red arrow points to the "Inactive" option. Below the dropdown is a "Notes:" text area. At the bottom are "Submit" and "Reset" buttons.

