
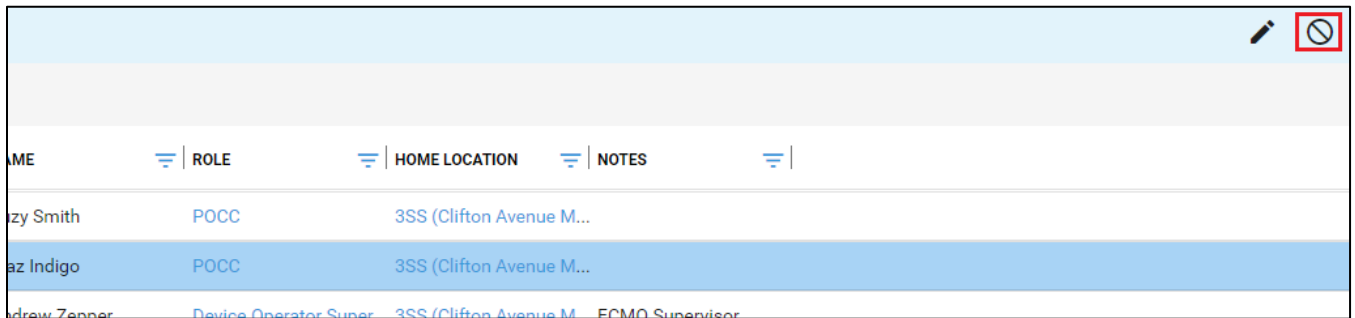


How do I Manage Deactivated Records?

What is Deactivate?: Deactivating a record in the RALS™ SYSTEM removes the active status, and the record can no longer be used by the system. Deactivated records are not deleted and can be reactivated.

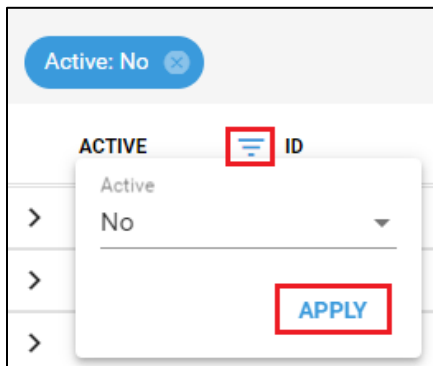
To Deactivate a record in RALS:

1. From the desired page, select the Item(s) and click  **Deactivate**, in the top, right, corner of the screen.




To Locate a Deactivated record in RALS:


1. From the desired page,  **Filter for Active: No**



How do I Manage Deactivated Records?

2.  **Filter** on the **Name** or **ID** column for the item and click **APPLY**.

Devices / Unsaved View

Active: No 

ACTIVE	DEVICE TYPE	ID	NAME	LICENSED
	Nova StatStrip® GLU	06033911054	STAT	
	Nova StatStrip® GLU	00006308302	STAT	
	Abbott ID NOW™	9A2AE81C	ID N	

Name
2E

APPLY


To Locate a Deactivated Operator:

1. From the **Operators Page**, click on the **System View: Deactivated Operators**.

System Views

- Active Certifications
- ☆ Active Operators
- Deactivated Operators**
- Expired Certifications
- Expiring Certifications

> Shared Views

2.  **Filter** on the **Name** or **ID** column for the operator and click **APPLY**.

ID	NAME	ROLE
00000	MOL	
000000	joe d	
0000000	Boo	


Name
Micky

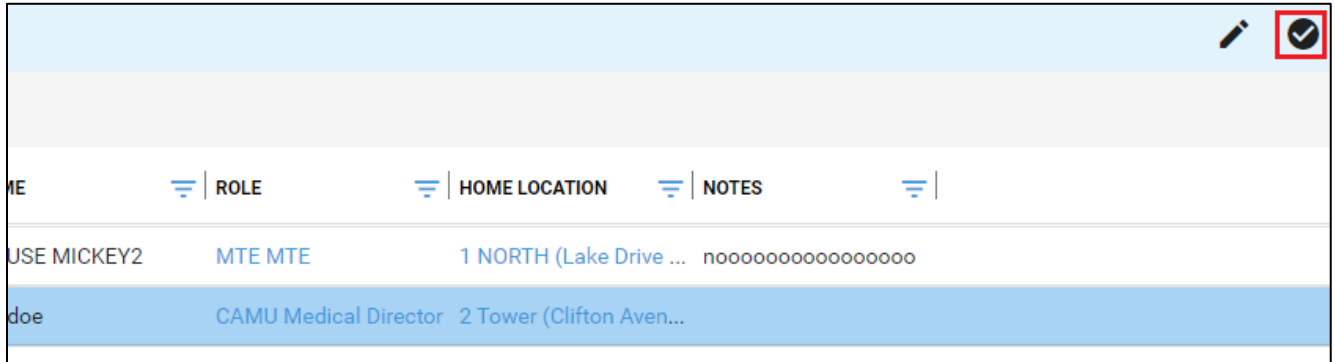
APPLY



How do I Manage Deactivated Records?

To Re-Activate a Deactivated Operator:

1. After locating the operator(s) on the **System View: Deactivated Operators**, highlight the operator(s) and click  **Activate**, in the top, right, corner of the screen.



NAME	ROLE	HOME LOCATION	NOTES
USER MICKEY2	MTE MTE	1 NORTH (Lake Drive ...	noooooooooooooooooooo
doe	CAMU Medical Director	2 Tower (Clifton Aven...	