



## How do I Deactivate and Activate an Operator?

### To Deactivate an Operator:

1. Click on an Operator to select the Operator:

A screenshot of the RALS operator management interface. At the top, it says "1 operator selected". Below that is a table with columns: ACTIVE, ID, NAME, ROLE, HOME LOCATION, and NOTES. The second row is highlighted in blue, indicating it is selected. The selected operator is "joe doe" with ID "000000" and role "Result Helper".

ACTIVE	ID	NAME	ROLE	HOME LOCATION	NOTES
>	✓	00000	MOUSE MICKEY2	Devices Operator	1 NORTH (Lake Drive ...
>	✓	000000	joe doe	Result Helper	PVH FBC (Mountain V...

2. Right click on your mouse to access the additional options menu:

A screenshot of the RALS operator management interface, similar to the previous one, but with a context menu open over the selected operator "joe doe". The menu options are: Edit, Edit in New Window, Export, Print, E-mail, Deactivate, and Clone. The "Deactivate" option is highlighted.

ACTIVE	ID	NAME	ROLE	HOME LOCATION	NOTES
>	✓	00000	MOUSE B		1 NORTH (Lake Drive ...
>	✓	000000	joe doe		PVH FBC (Mountain V...
>	✓	00000000	Boo Boo		2E (Clifton Avenue Me...
>	✓	000000000	Linda Kul		LAB (Clifton Avenue ... Couldn't choos...
>	✓	0000000000	TOMMY		2C (Clifton Avenue Me...
>	✓	00000009999999	Rick Imp		ACD (Clifton Avenue ...
>	✓	0000111	Izzy Pres		LAB (Clifton Avenue ...
>	✓	00002	Prince K		1 NORTH (Lake Drive ...
>	✓	00055	Alsop Jo		ICU (Lake Drive Medic... actual home location L...

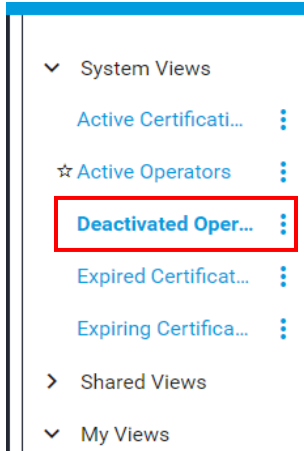
3. Click on **Deactivate** (once deactivated, Operators cannot login to RALS and are not considered valid device users)

See next page...

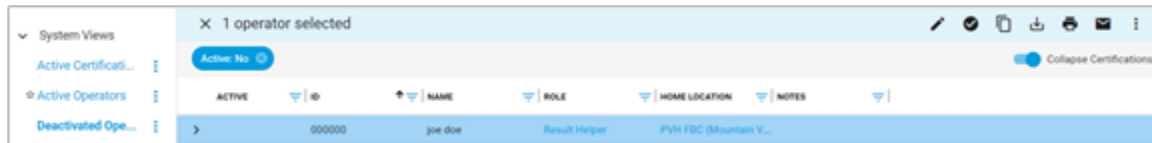
# How do I Deactivate and Activate an Operator?

## To Activate a Deactivated Operator:

1. Click on the System View **Deactivated Operators**:



2. Select/click on the Operator you would like to activate:



3. Right click on your mouse to select **Activate** and the user will be updated to the status of Active:

