

User Profile Review and Updates

Administrators can set a mandatory date to prompt users to review and update their user profiles the next time they log in to either the web or Kiosk applications to make sure the profile properties are valid and up to date.

Note: The profile update does not apply when logging in to the AV applications.

The profile expiration date can be set to:

- a defined number of days (30, 60, or 90 days)
- a specific date (i.e., January 1, 2016)
- expire immediately (for individual profiles only)

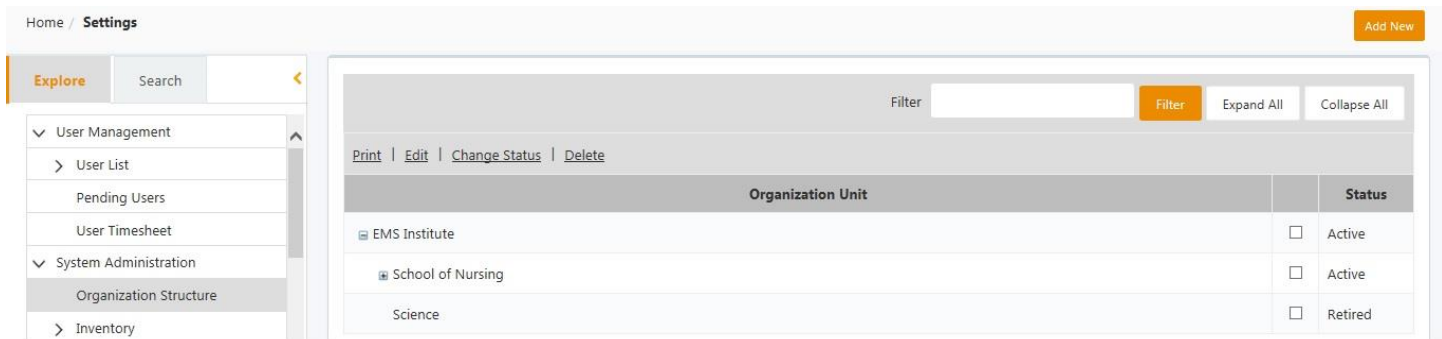
Set User Profile Expiration Date

The Administrator can set the user profile updates from the following areas:

- Settings > Organization Structure > click the Institute > click Edit.**
- Settings > User List > click one or more profiles or select all > click Set Expiration link.**
- Settings > Individual Profiles** – Each user profile has a **Set to Expire Now** button to prompt the selected user to review and update his or her user profile immediately.

Organization Structure

Complete the following steps to add a profile expiration date at the Institute level.



Organization Unit	Status
EMS Institute	<input type="checkbox"/> Active
School of Nursing	<input type="checkbox"/> Active
Science	<input type="checkbox"/> Retired

- Settings > Organization Structure > click the Institute checkbox(es) > click Edit link.**

Organization Unit ×

To add or edit the organizational hierarchy, type the Unit Name, select the Unit Type, and select the Unit Head for this unit. To associate users with this level of the hierarchy, click the Learner Group checkbox. Click 'Save' to save this unit to the organization structure.

Organization Unit Name*

 Learner Group

Organization Unit Type*

Organization Unit Head

Parent Name

School of Nursing

Display Name

EMS Institute >> School of Nursing >> A test for Sarita

Profile Expiration Option

Select
After few days
On a specific date

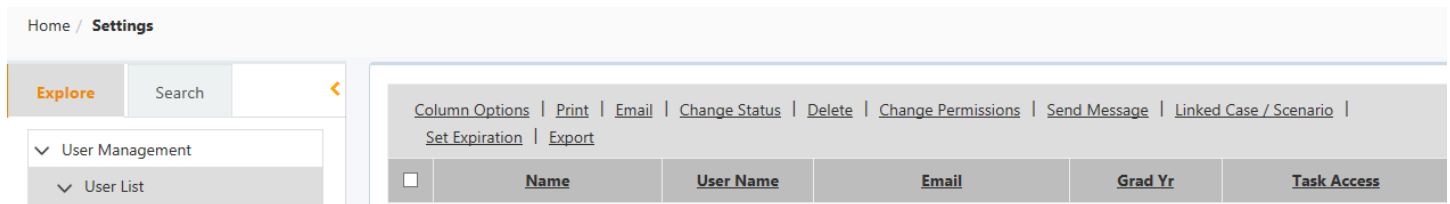
2. In the **Profile Expiration Option** field, select:

- After a few days: a defined number of days (30, 60, or 90 days)
- On a specific date: (i.e., January 1, 2016)

Note: If a user is assigned to more than one institute, then the earliest Organization Unit profile expiration date applies.

User List

Complete the following steps to add a profile expiration date for one or more user profiles.



1. **Settings > User List** > click one or more profiles or select all > click **Set Expiration** link.

Organization Unit ✕

To add or edit the organizational hierarchy, type the Unit Name, select the Unit Type, and select the Unit Head for this unit. To associate users with this level of the hierarchy, click the Learner Group checkbox. Click 'Save' to save this unit to the organization structure.

Organization Unit Name*

Learner Group

Organization Unit Type*

Organization Unit Head

Parent Name

EMS Institute >> School of Nursing>>A test for Sarita

Display Name

EMS Institute >> School of Nursing >> A test for Sarita

Profile Expiration Option

Select
After few days
On a specific date


- In the **Profile Expiration Option** field, select:
 - After a few days: a defined number of days (30, 60, or 90 days)
 - On a specific date: (i.e., January 1, 2016)

Individual Profiles

Each user profile has a **Set to Expire Now** button to prompt the selected user to review and update his or her user profile immediately.

General Information | Permissions | Contact Information | Availability | Additional Information | Personal History | Medical History | Habits | Experience | Notes

Complete the required fields and then click **Save Changes**. Password must be at least 6 characters and must have at least one letter, one number and a special character. System will generate Learner ID if not provided.

First Name* Leslie	Middle Initial 	
Last Name* Admin	Learner ID 306	
User Name* ladmin	Access Card ID 	Upload Picture
Password*	Primary Email ladmin@ems.com	Supervisor Name
Confirm Password*	Secondary Email 	Supervisor Email
Status Active	Review Date N/A	Expiry Date N/A

Click **Set to Expire Now** to change the expiration date to Today's date. **Set to Expire Now**

Save Changes

1. **Settings > User List > Individual Profile.**
2. Click **Set to Expire Now** to prompt the user to review and update his or her user profile immediately.