

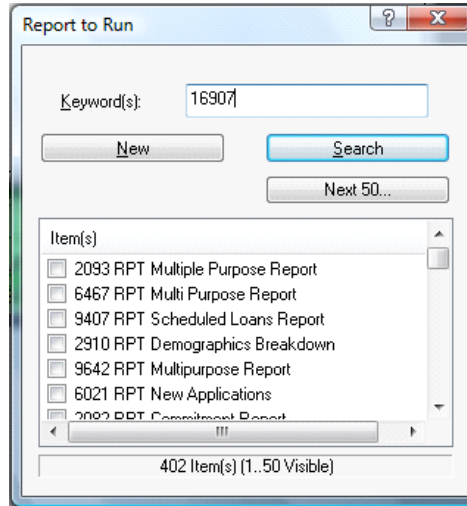
# Disabling Users using report number 16907

1. From the CreativeVisions Office, click on *Report Manager*



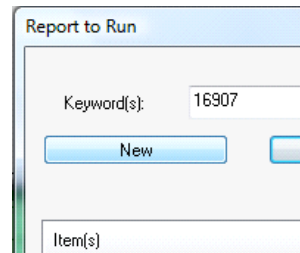
2. In Keywords type: 16907

Click on *Search*



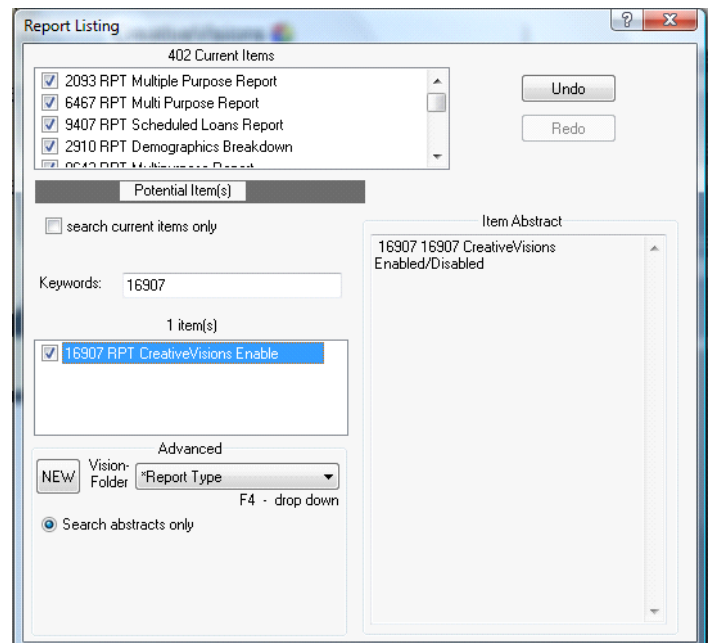
If this report is found in your list of item(s), skip ahead to number 5.

3. If the report is not found in your *Report Manager*, add it by clicking on *New* to launch the Report Listing search dialog.

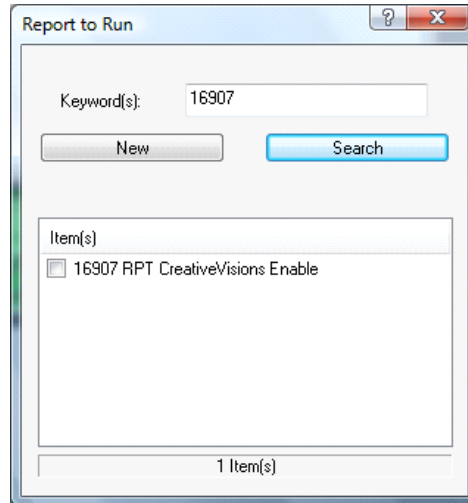


4. In the Report Listing search dialog, type the report number (16907) in Keywords. When the report appears in the list of items, select it by clicking on the checkbox that is to the left of the report description.

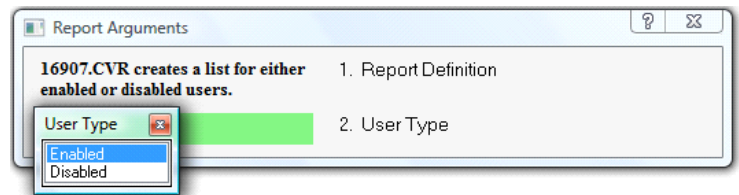
Then close the Report Listing search dialog and repeat steps 1 and 2.



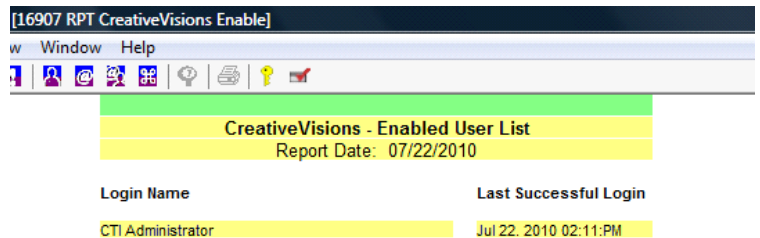
5. Select the *Report to Run* by clicking on the checkbox that is to the left of the report description.



6. Click on the control for User Type within the *Report Arguments*, and double-click to select *Enabled*.



7. The report will gather records and display a list of enabled CreativeVisions users.



8. Click on the users Login Name to launch the individual's information worksheet.

9. Scroll down on the worksheet until you see the *Manage CV Access* button toward the bottom of the worksheet on the right side.

Social Security Number: [Redacted] Exclude from Search

**INDIVIDUAL INFORMATION**

Proper Name: **John Doe**

<p><b>John</b> First Name</p> <p>[Redacted] Middle Name</p> <p><b>Doe</b> Last Name</p> <p>[Redacted] Suffix (ie.Jr.)</p> <p>[Redacted] Also Known As:</p> <p>[Redacted] DBA</p> <p>[Redacted] Title:</p>	<p style="text-align: center;">Import Photo ID</p> <div style="border: 1px solid black; width: 100%; height: 100%;"></div>	<p style="text-align: center;">Import Digitized Signature</p> <div style="border: 1px solid black; width: 100%; height: 100%;"></div>
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Address: [Redacted] P.O. Box: [Redacted] Zip: [Redacted]

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Miscellaneous Information

Notary's Expiration Date: [Redacted] Notary Commission Number: [Redacted]

Power of Attorney [Redacted]

Status Login Name **John**

Use this button to grant access, change passwords, and email notification to the MO user.

Note Pad

10. Click on the *Manage CV Access* button.

9. Scroll down on the worksheet until you see the *Manage CV Access* button toward the bottom of the worksheet on the right side.

10. Click on the *Manage CV Access* button.

Miscellaneous Information  
Notary's Expiration Date: [redacted] Notary Commission Number: [redacted]  
Power of Attorney [redacted]  
Status Login Name **John** [redacted]  
 Use this button to grant access, change passwords, and email notification to the MO user.   
Note Pad  
[redacted]

11. In the *Manage User Account* Dialog, click on the answer to number 5, Login Enabled.

Manage User Account  
jd@emailaddress.com  
1. Username  
2. Password  
3. Confirm Password  
4. Set Password  
5. Login Enabled  
6. Failed Login Attempts  
7. Last Successful Login  
8. Lockout Access Until ...  
9. RE-ENABLE ACCOUNT  
  
 YES  
<Not locked out>

12. Answer "No" when prompted.

Manage User Account  
jd@emailaddress.com  
1. Username  
2. Password  
3. Confirm Password  
4. Set Password  
5. Login Enabled  
6. Failed Login Attempts  
7. Last Successful Login  
8. Lockout Access Until ...  
9. RE-ENABLE ACCOUNT  
  
 YES  
<Not locked out>  
  
User Login Enabled  
Is this user allowed to Login to CreativeVisions?

13. The answer to Login Enabled is now "No" and you can close the *Manage User Account* dialog and Individual Worksheet.

Manage User Account  
jd@emailaddress.com  
1. Username  
2. Password  
3. Confirm Password  
4. Set Password  
5. Login Enabled  
6. Failed Login Attempts  
7. Last Successful Login  
8. Lockout Access Until ...  
9. RE-ENABLE ACCOUNT  
  
 NO  
<Not locked out>