

Updating User ID Information in HDS

A User ID cannot be deleted; User ID information must be updated.

Find the User ID of the employee who left your organization.

1. Reset the password: type in a new password under Password & Re-enter Password fields
2. Uncheck all the Permissions
3. Click on Update

After the updates are complete, your screen will look like this:

The screenshot shows the 'User Management - Edit User' interface. At the top, there is a navigation bar with buttons for 'Update', 'Cancel', 'Delete', 'Edit Contact', and 'Resend'. Below this, a status bar indicates 'Currently Accessing Entity: Test Bank | ID: 999901 | City: Minneapolis | No Sub-Entity Selected'. A 'Message Summary' box displays a success message: 'Partner: The User was modified successfully.' The main form is divided into sections: 'Contact' with fields for Entity (Test Bank), Entity City (Minneapolis), Last Name (Favre), First Name (Brett), and Business E-mail (brett.favre@testbank.com); 'Info' with fields for User ID (differentone), Password, and Re-enter Password; and 'Permissions' which includes a table for 'Single Family Management'.

Name	Read	Edit	Add	Delete
Available Programs and Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipeline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Loan Commitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>