

FEMS Tip Sheet: How to Activate an Expired User Account

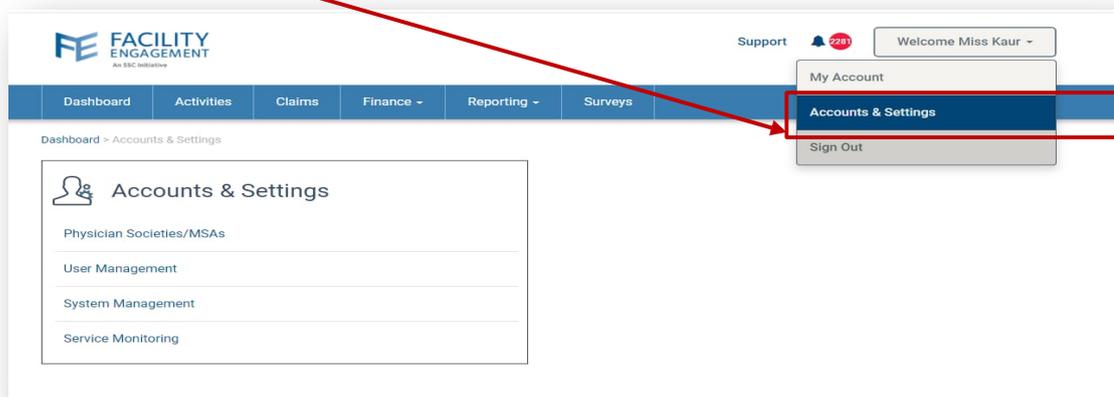
How to solve it in FEMS

In FEMS, a user's account status changes to "Expired" if there is no activity for one year.

1. Click on the "Welcome Username" button at the top right corner in FEMS dashboard.



2. Select "Account and Settings" option from the drop down.



3. Select "User Management" option from the Accounts and Settings Menu.



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4. Search for the user for whom the FEMS account needs to be activated using the filter options in the user grid.

Dashboard > Accounts & Settings > User Management

← Back to Accounts & Settings

User Management

Add User

Names ▾ Email ▾ Login ▾ Physician Society/MSA ▾ Roles ▾ Engagement Activities ▾ Status ▾ Clear All Filters

LAST NAME	FIRST NAME	EMAIL	LOGIN DETAILS	SOCIETY/MSA & ROLES	ENGAGEMENT ACTIVITIES	ACCOUNT STATUS
Dr. Tavassoli	Dr. Tavassoli	ABC@yaz.com	Never Logged In	Richmond Hospital Physician Society • Supplier		Active
Fraser Valley Trauma Education Foundation	Fraser Valley Trauma Education Foundation	jhendry2001@gmail.com	Never Logged In	Peace Arch Hospital Physician Society • Supplier		Active
Mainra	Nikhail	nmairn1@gmail.com	Never Logged In	Children's and Women's Hospitals Medical and Allied Staff Engagement Society • Supplier		Active
Serafini	Gabrielle	gabby@weltel.org	Never Logged In	Haida Gwaii Hospital and Health Centre (Queen Charlotte Islands General Hospital)		Active

5. Double click on the user record to open the user's account profile.

User Management

Add User

Names ▾ Email ▾ Login ▾ Physician Society/MSA ▾ Roles ▾ Engagement Activities ▾ Status ▾ Clear All Filters

LAST NAME	FIRST NAME	EMAIL	LOGIN DETAILS	SOCIETY/MSA & ROLES	ENGAGEMENT ACTIVITIES	ACCOUNT STATUS
Abou-Gareeb	Iman	iman_abougareeb@yahoo.com	Last Login: 02/15/2018 23:07:58	Richmond Hospital Physician Society • Member		Expired
Abraham	Alan	alan.abraham@yahoo.ca	Last Login: 11/09/2018 12:22:07	Langley Memorial Hospital Physician Association • Member	Langley Memorial Hospital Physician Association • Leadership Series of Meetings • The Difficult Airway Course - Anesthesia	Expired

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6. Click on the “Activate” button to activate the user’s account.

The screenshot shows a user profile page for "Profile: Iman Abou-Gareeb" with an "Expired" status. The page has several tabs: "Profile", "Physician Societies/MSAs", "Engagement Activity Roles", "Claims", and "Permissions". Below the tabs are three buttons: "Update", "Delete", and "Activate". The "Activate" button is highlighted with a red box, and a red arrow points to it from the "Full Name" field in the "PROFILE OF DETAILS" section below. The "PROFILE OF DETAILS" section contains the following information:

Type of User	Medical Professional
Profession	General Practitioner
Full Name	Dr. Iman Abou-Gareeb