

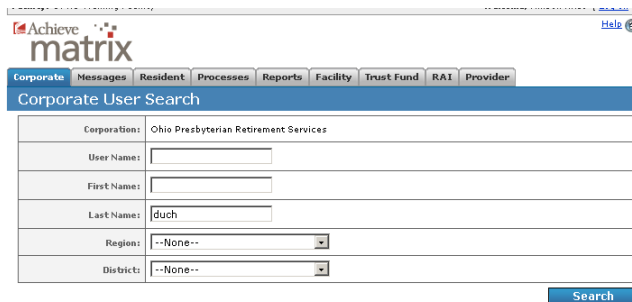
Emergency Removal of Employee Access to Matrix

If an employee is let go after regular business hours, it is important to remove their access to Matrix immediately. DONs have the access rights to inactivate an employee. This will prevent them from logging into Matrix.

1. Select User Search under the Corporate Tab.



2. Key in the first few letters of the employee's last name and click on Search.



4. The system will list everyone that matches those letters. Click on the correct name.

Achieve **matrix** [Help](#)

Corporate Messages Resident Processes Reports Facility Trust Fund RAI Provider

Corporate User Search

Corporation: Ohio Presbyterian Retirement Services

User Name:






First Name:




Last Name:

Region:

District:

[Search](#)

Name	Facility	Phone Number
 Smith, Chrystal	Ohio Presbyterian Retirement Services	(RN)
 Smith, Suzanne	Ohio Presbyterian Retirement Services	(BV)
Smith, Demetra	Westminster-Thurber Nursing	None Listed
Smith, Melanie	Westminster-Thurber Nursing	None Listed
 Smith, Charles	Dorothy Love Nursing	(937) 667-2417
 Smith, Chris J	Llanfair Nursing	(513) 631-2474
 Smith, Kirk E	Mount Pleasant Nursing	(513) 423-1211

 - Corporate  - Physician  - NPPA

Achieve
[Terms & Conditions](#) | [Privacy Policy](#) | [Contact Us](#) | [Help](#) | [E-Learning](#)
 Matrix 6.2 © Copyright 2002-2007, Achieve Healthcare Technologies. All Rights Reserved.

5. The system will display their System Access information, User Information, and all of our Facilities. Click on the Update button.

Facility: OPRS Training Facility Welcome, Allison Krizo [Log off](#) [Help](#)

Achieve **matrix**

Corporate Messages Resident Processes Reports Facility Trust Fund RAI Provider

View User

System Access

Security Template:

User Information

Name:	Tom Krizo	Status:	Active
Address:	None Listed OH	Primary Phone:	(COR)
System Email:	None Listed	Pager:	None Listed
		Fax:	None Listed

[Back](#) [Update](#)

Associations

Associated Facilities:

SNF
Westminster-Thurber SNF
Westminster-Thurber Nursing
Dorothy Love SNF
Dorothy Love Nursing
Park Vista SNF
Park Vista Nursing
Lake Vista SNF
Lake Vista Nursing
Llanfair SNF
Llanfair Nursing
Mount Pleasant SNF
Mount Pleasant Nursing
Rockynol SNF
Rockynol Nursing
Breckenridge SNF
Breckenridge Nursing
Swan Creek SNF
Swan Creek Nursing
AL
Westminster-Thurber AL
Westminster-Thurber Assisted
Dorothy Love AL
Dorothy Love Assisted Living
Park Vista AL
Park Vista Assisted Living
Lake Vista AL
Lake Vista Assisted Living
Llanfair AL
Llanfair Assisted Living
Mount Pleasant AL

5. Click on the Inactive button and then click on Save. Be sure to e-mail the Help Desk immediately that the person's access must be removed from the system, and that you have inactivated them in Matrix.

Achieve **matrix** [Help](#)

Corporate Messages Resident Processes Reports **Facility** Trust Fund RAI Provider

Update User

System Access

Security Template:

User Information

Contact Name:	-- <input type="text" value="First"/> Tom	M.I.:	<input type="text" value="Last"/> Krizo	Title:	<input type="text"/>
Address:	<input type="text"/>	Primary Phone:	COR: <input type="text"/>	Ext:	<input type="text"/>
	<input type="text"/>	Fax:	<input type="text"/>		<input type="text"/>
City:	<input type="text"/>	Pager:	<input type="text"/>		<input type="text"/>
State:	OH <input type="text"/>	Email:	<input type="text"/>		
Zip:	<input type="text"/>				

Security Information

User Name:	thomas
Active Flag:	<input checked="" type="radio"/> ACTIVE <input type="radio"/> INACTIVE