

# Deactivating a Patient

## Quick Reference Guide



### Why?

Perform this procedure if you want to:

- remove a patient's access to their account
- stop sending notifications to the patient
- continue to access the patient's past data.

**Note:** This procedure will not allow you to reassign the device or modem to another patient in U-Sleep™.

### How?

- 1 Sign in to U-Sleep.
- 2 Click the **People** tab.
- 3 Search for the patient that you want to deactivate.
- 4 Click **Deactivate User**.
- 5 Click **Yes**.

The screenshot shows the U-Sleep web application interface. At the top, it indicates the user is signed in as Emma Smith. The main navigation bar includes HOME, LOCATION, PEOPLE, and REPORTS. The current page is the 'Profile of Luis Garcia', with tabs for User, Monitoring, Mobile Devices, Enrollment, Roles, Relationships, and Notification Preferences. The 'User' tab is active, showing a 'User Information' section with fields for Username (jgarcia@example.com), First Name (Luis), Last Name (Garcia), Phone Number (+1 (408) 555-1514), Date of Birth (May 14, 1958), and various other details. On the right sidebar, under the 'Tasks' section, the 'Deactivate User' option is highlighted with a red circle. Other tasks include View Outcomes, View Locations, Add Note, View Notes, View Reports, Delete User, Lock User, and Enter Metrics. The footer contains copyright information for Umbian Inc. and the U-Sleep logo.

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