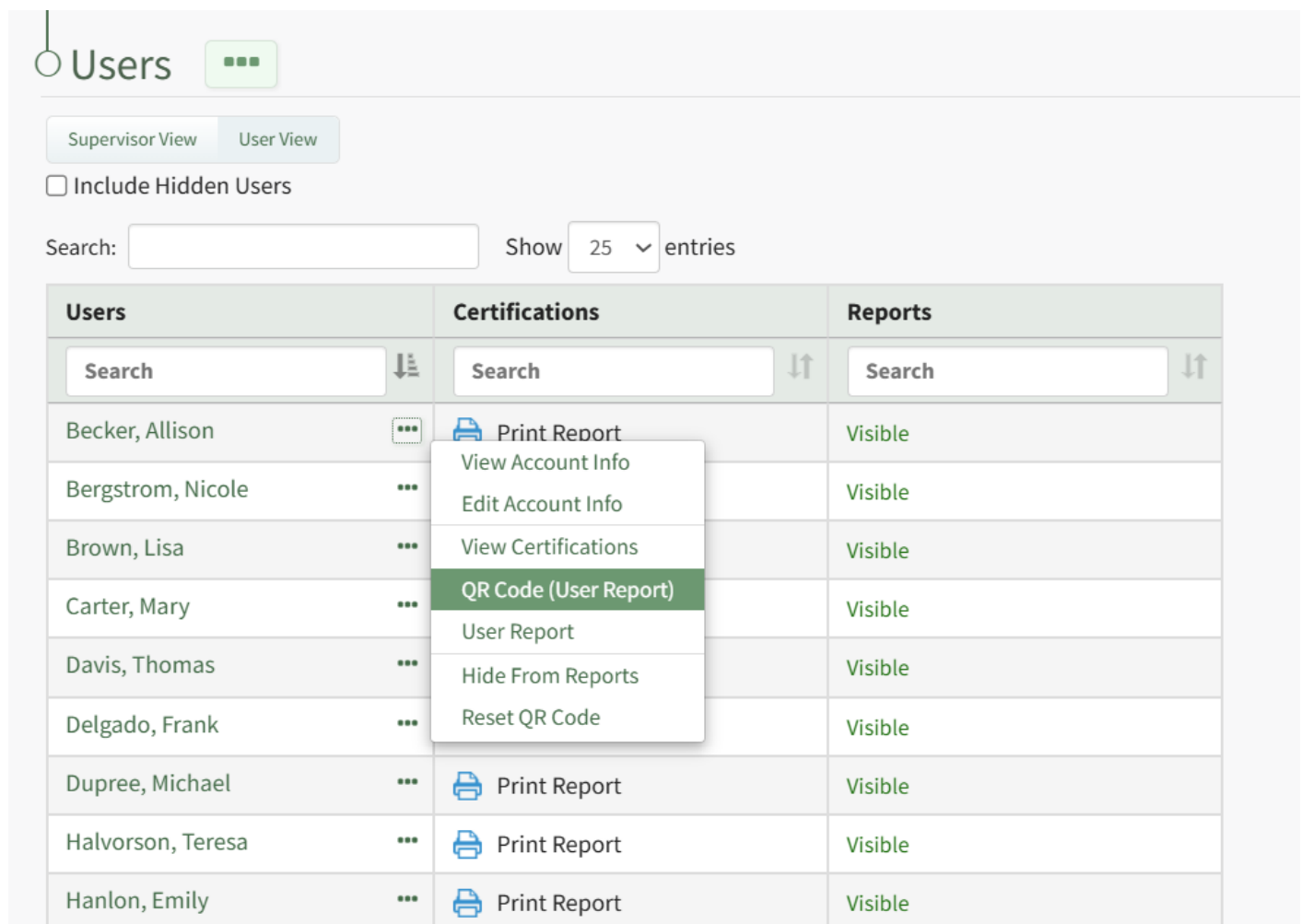


Access a User's Roles and Certifications Report QR Code

To access a user's roles and certifications report QR Code, open the Users Page in the People Module on the Main Menu. Click the three-dot icon to the right of the specific user's name in the User Table opening the User Table Context Menu.



The screenshot shows the 'Users' page interface. At the top, there are tabs for 'Supervisor View' and 'User View', and a checkbox for 'Include Hidden Users'. Below this is a search bar and a 'Show 25 entries' dropdown. The main content is a table with three columns: 'Users', 'Certifications', and 'Reports'. The 'Users' column lists names like Becker, Allison; Bergstrom, Nicole; Brown, Lisa; Carter, Mary; Davis, Thomas; Delgado, Frank; Dupree, Michael; Halvorson, Teresa; and Hanlon, Emily. Each row has a three-dot menu icon. A context menu is open for the user 'Carter, Mary', listing options: 'Print Report', 'View Account Info', 'Edit Account Info', 'View Certifications', 'QR Code (User Report)', 'User Report', 'Hide From Reports', and 'Reset QR Code'. The 'Reports' column shows 'Visible' for all users.

Select "QR Code (User Report)" from the main menu opening the User Report QR Code Modal.



Close the modal to return to the Users Page.

