

# Designate an Individual a Hidden User on the Users Table

Designating an individual as a hidden user hides their User Roles and Certifications Report within the People Module. When reports are run on all users in the Reports Module, hidden users will be included in the report.

To designate an individual as a hidden user on the user table, open the Users Page in the People Module on the Main Menu. Click the three-dot icon to the right of the user you wish to designate as hidden opening the Users Table Context Menu.

The screenshot shows the 'Users' page interface. At the top, there is a search bar and a 'Show 25 entries' dropdown. Below this is a table with three columns: 'Users', 'Certifications', and 'Reports'. The 'Users' column contains a list of names and a three-dot menu icon for each. The 'Certifications' column contains a search bar and a 'Print Report' icon. The 'Reports' column contains the status 'Visible' for each user. A context menu is open over the user 'Davis, Thomas', listing options: 'Print Report', 'View Account Info', 'Edit Account Info', 'View Certifications', 'QR Code (User Report)', 'User Report', 'Hide From Reports' (highlighted), and 'Reset QR Code'.

| Users             | Certifications        | Reports |
|-------------------|-----------------------|---------|
| Becker, Allison   | Print Report          | Visible |
| Bergstrom, Nicole | View Account Info     | Visible |
| Brown, Lisa       | Edit Account Info     | Visible |
| Carter, Mary      | View Certifications   | Visible |
| Davis, Thomas     | QR Code (User Report) | Visible |
| Delgado, Frank    | User Report           | Visible |
| Dupree, Michael   | Hide From Reports     | Visible |
| Halvorson, Teresa | Reset QR Code         | Visible |
| Hanlon, Emily     | Print Report          | Visible |

Select "Hide from Reports" from the context menu and the user is no longer visible on the Users Table unless the Include Hidden Users checkbox has been selected.

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