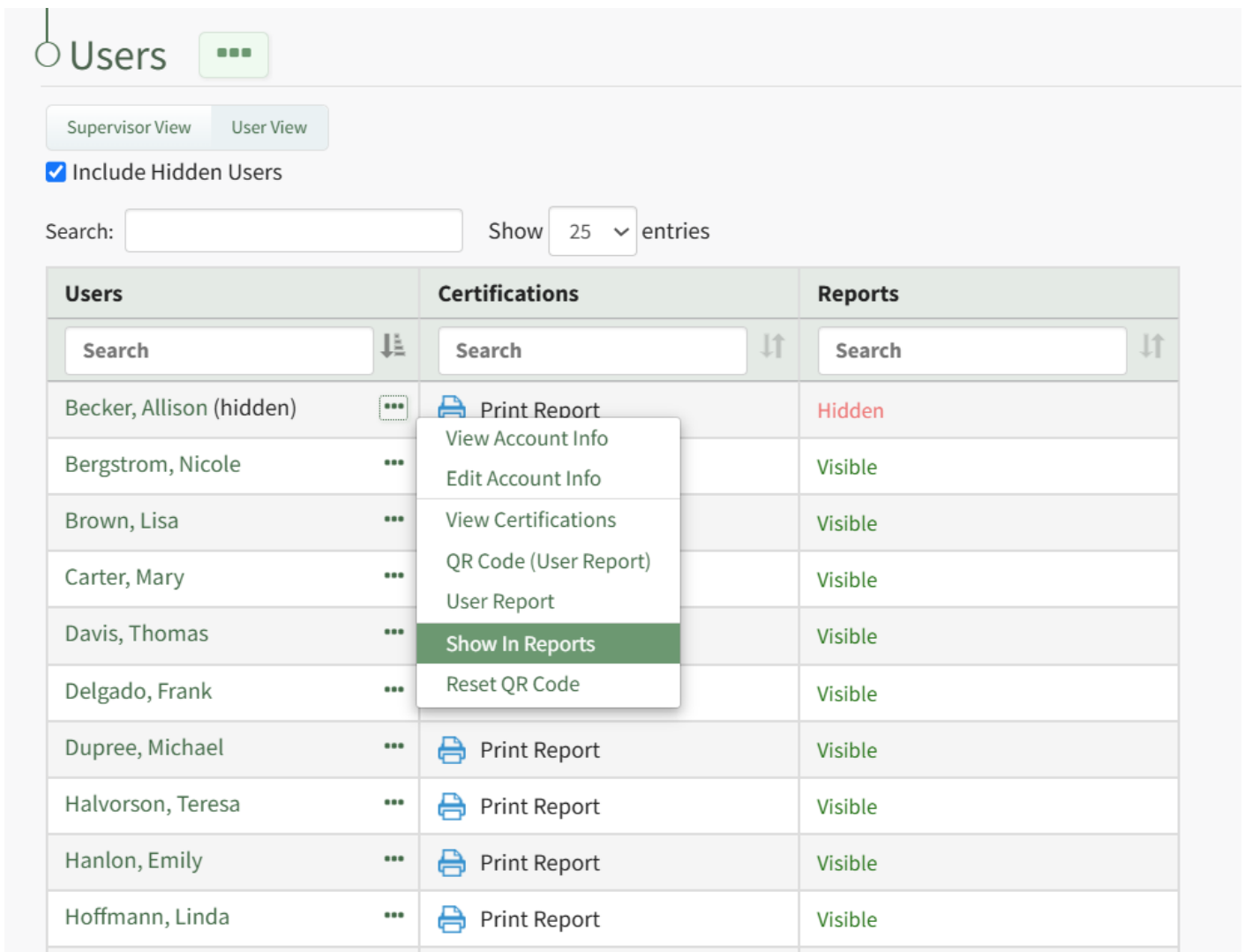


Make a Hidden User a Visible User on the Users Table

To make a hidden user a visible user, open the Users Page in the People Module on the Main Menu. Click the "Include Hidden Users" checkbox so that the hidden user will be visible on the Users Table.



The screenshot shows the 'Users' page with the 'User View' tab selected. The 'Include Hidden Users' checkbox is checked. The search bar is empty, and the 'Show' dropdown is set to 25 entries. The table has three columns: Users, Certifications, and Reports. The user 'Becker, Allison (hidden)' is highlighted, and a context menu is open over it, showing options like 'Print Report', 'View Account Info', 'Edit Account Info', 'View Certifications', 'QR Code (User Report)', 'User Report', 'Show In Reports', and 'Reset QR Code'. The 'Show In Reports' option is selected, and the user's status in the 'Reports' column changes from 'Hidden' to 'Visible'.

Users	Certifications	Reports
Search	Search	Search
Becker, Allison (hidden)	Print Report	Hidden
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	Print Report	Visible
Halvorson, Teresa	Print Report	Visible
Hanlon, Emily	Print Report	Visible
Hoffmann, Linda	Print Report	Visible

Click the three-dot icon to the right of the user's name who you wish to make visible opening the User Table Context Menu. Select "Show in Reports" from the context menu and the user is no longer hidden.

Users ⋮

Supervisor View **User View**

Include Hidden Users

Search: Show entries

Users	Certifications	Reports
<input type="text" value="Search"/> ⌵	<input type="text" value="Search"/> ⌴	<input type="text" value="Search"/> ⌴
Becker, Allison ⋮	Print Report	Visible
Bergstrom, Nicole ⋮	Print Report	Visible
Brown, Lisa ⋮	Print Report	Visible
Carter, Mary ⋮	Print Report	Visible
Davis, Thomas ⋮	Print Report	Visible
Delgado, Frank ⋮	Print Report	Visible
Dupree, Michael ⋮	Print Report	Visible
Halvorson, Teresa ⋮	Print Report	Visible
Hanlon, Emily ⋮	Print Report	Visible

The individual and their user role and certifications report are now visible within the People Module.

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