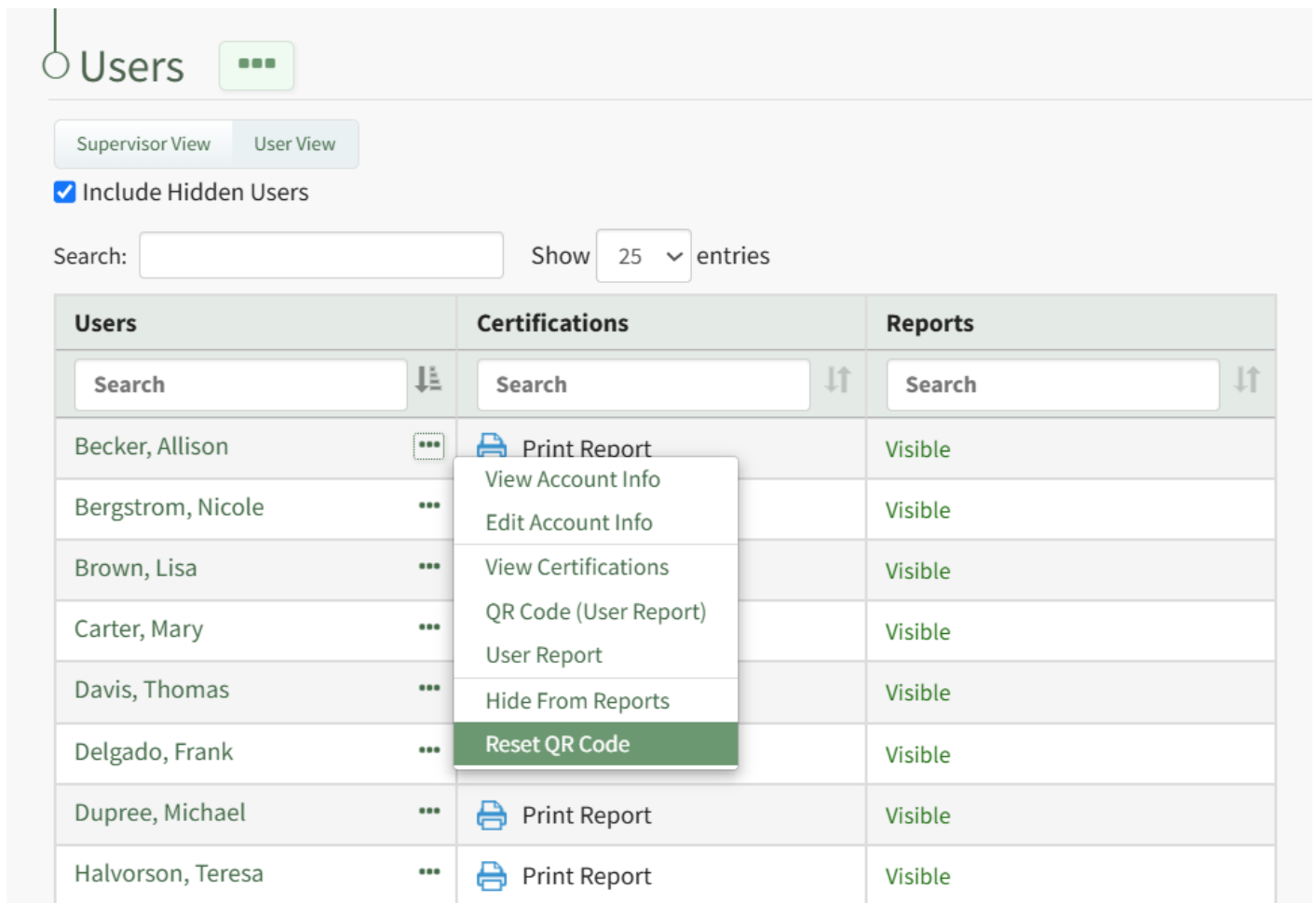


Reset a User's Roles and Certifications Report QR Code

To reset a user's Roles and Certifications Report QR Code, open the Users Page in the People Module from the Main Menu. Click the three-dot icon to the right of the user's name whose QR Code you want to reset opening the User Table Context Menu.



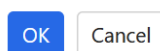
The screenshot shows the 'Users' page interface. At the top, there is a search bar and a 'Show 25 entries' dropdown. Below this is a table with three columns: 'Users', 'Certifications', and 'Reports'. The 'Users' column contains a list of user names and a three-dot menu icon for each. The 'Certifications' column contains a search bar and a 'Print Report' icon. The 'Reports' column contains the text 'Visible'. A context menu is open for the user 'Delgado, Frank', listing several 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 'Reset QR Code' option is highlighted in green.

Users	Certifications	Reports
Search	Search	Search
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
	Print Report	Visible
	Print Report	Visible

Select "Reset QR Code" from the context menu opening the QR Code Reset Confirmation Modal.

traversefences.kastrack.com says

Are you sure you want to reset the QR Code for this user? A new QR Code will be generated and all existing QR Codes will no longer work.



The modal states, "Are you sure you want to reset the QR Code for this user? A new QR Code will be generated and all existing QR Codes will no longer work." Select "OK".

traversefences.kastrack.com says

QR Code has been reset.



The confirmation modal now states, "QR Code has been reset." Select "OK" to return to the Users Page in the People Module.

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