

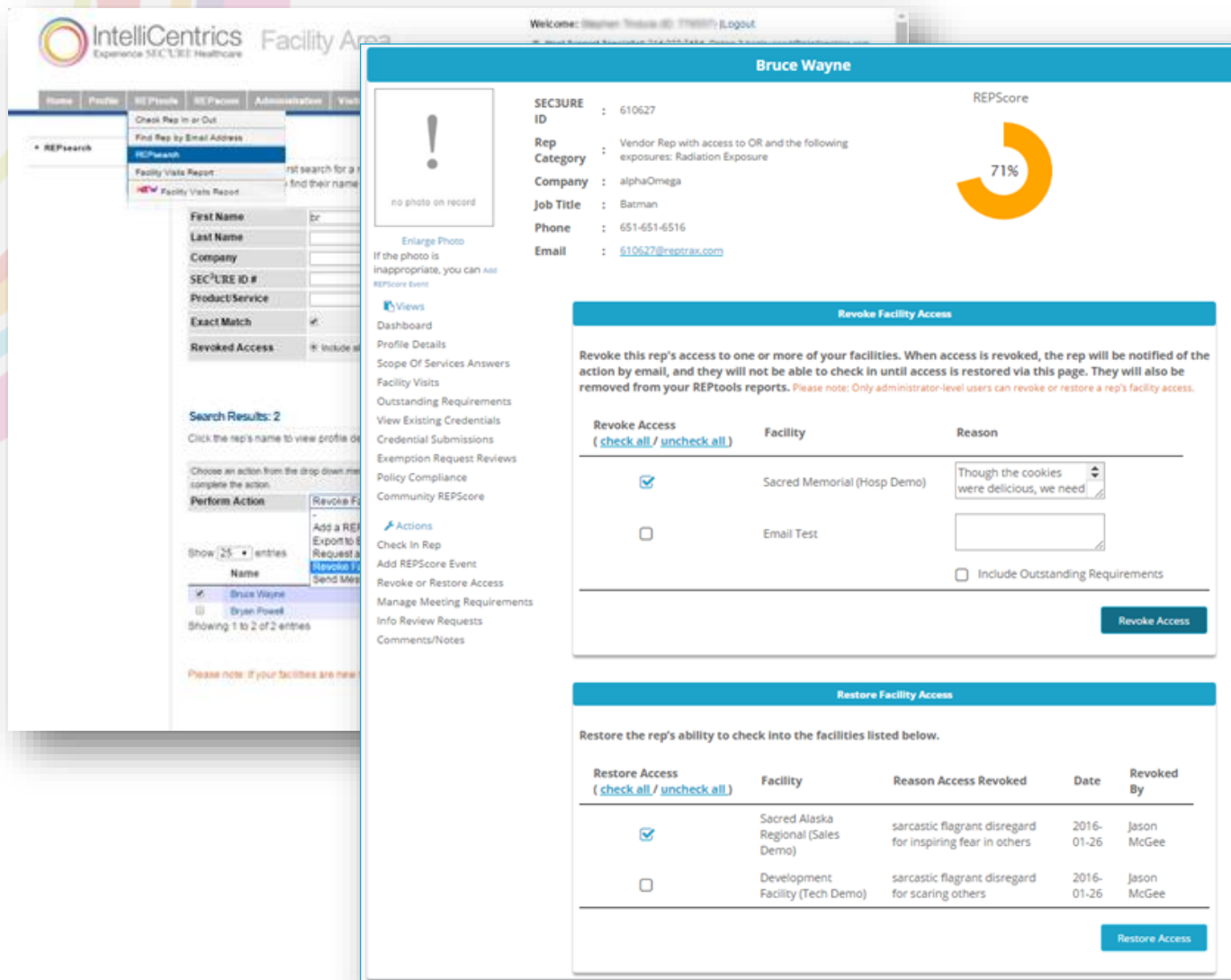
Facility Users/Administrators: Revoke and Restore HCIR / Vendor Rep Facility Access

Look under: **RETools** tab → **REPsearch** → **HCIR/REP Dashboard** → **Revoke** or **Restore Access**

From the HCIR/Vendors Dashboard – Actions → Revoke or Restore Access → Select the box to the left of your facility → provide a reason → Revoke access

The account holder will receive an automated email informing them of the revocation or restoration detailing who completed the revocation and why.

To Restore Facility Access:
From the HCIR/Vendors Actions → Revoke or Restore the box to the left of the facilities access



IntelliCentrics Facility Area

Welcome: **Bruce Wayne** (ID: 610627) Logout

SEC3URE ID : 610627
Rep Category : Vendor Rep with access to OR and the following exposures: Radiation Exposure
Company : alphaOmega
Job Title : Batman
Phone : 651-651-6516
Email : 610627@repmax.com

REPScore
71%

Revoke Facility Access

Revoke this rep's access to one or more of your facilities. When access is revoked, the rep will be notified of the action by email, and they will not be able to check in until access is restored via this page. They will also be removed from your RETools reports. Please note: Only administrator-level users can revoke or restore a rep's facility access.

Revoke Access (check all / unchecked all)	Facility	Reason
<input checked="" type="checkbox"/>	Sacred Memorial (Hosp Demo)	Though the cookies were delicious, we need
<input type="checkbox"/>	Email Test	

☐ Include Outstanding Requirements

[Revoke Access](#)

Restore Facility Access

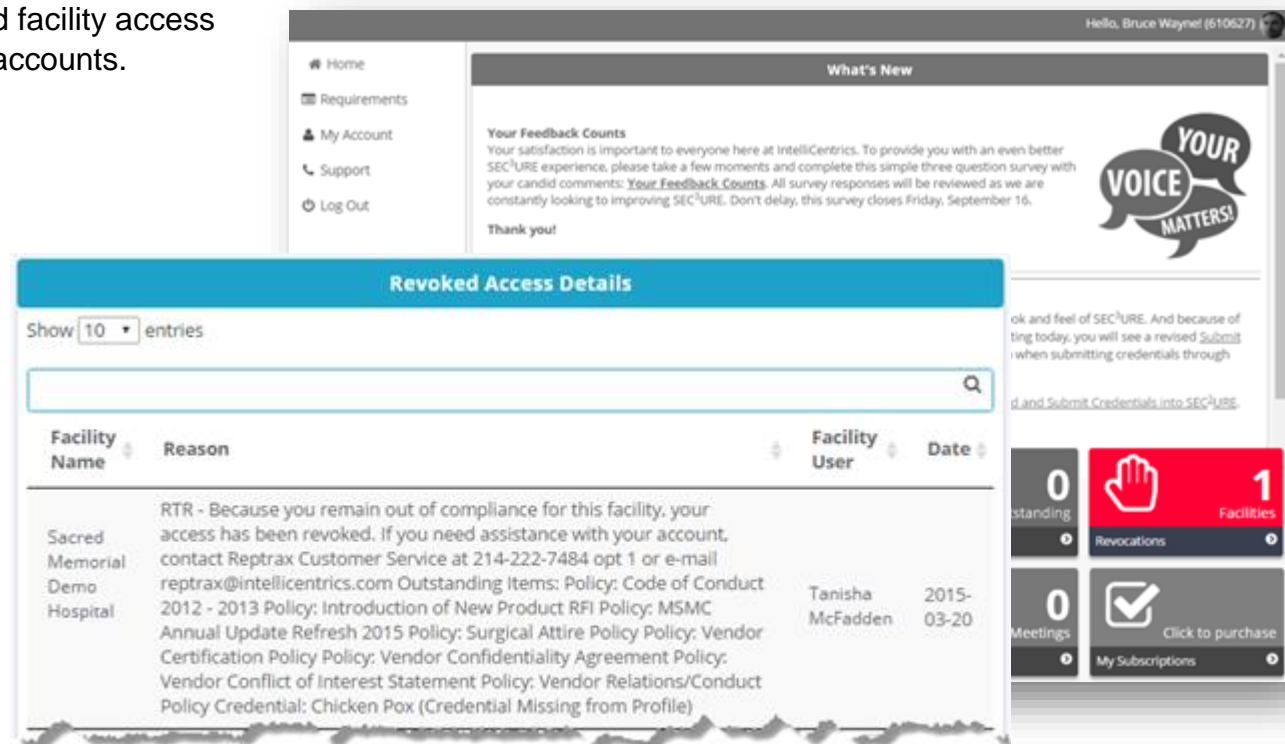
Restore the rep's ability to check into the facilities listed below.

Restore Access (check all / unchecked all)	Facility	Reason Access Revoked	Date	Revoked By
<input checked="" type="checkbox"/>	Sacred Alaska Regional (Sales Demo)	sarcastic flagrant disregard for inspiring fear in others	2016-01-26	Jason McGee
<input type="checkbox"/>	Development Facility (Tech Demo)	sarcastic flagrant disregard for scaring others	2016-01-26	Jason McGee

[Restore Access](#)

HCIRs / Reps who have had facility access revoked will need to contact facility staff directly to address the reason access was restricted and then request to be re-allowed entry. They will not be able to sign into the facility until they do so.

HCIRs / Reps will also see revoked facility access when they log into their SEC³URE accounts.



The screenshot shows the IntelliCentrics SEC³URE user interface. At the top, a navigation bar includes links for Home, Requirements, My Account, Support, and Log Out. A 'What's New' section features a 'Your Feedback Counts' message. A 'Revoked Access Details' modal window is open, displaying a table of revoked access records. The table has columns for Facility Name, Reason, Facility User, and Date. One record is visible for 'Sacred Memorial Demo Hospital' with a detailed reason for revocation. To the right of the modal, a sidebar shows a 'YOUR VOICE MATTERS!' graphic and a dashboard with metrics: 0 Standing, 1 Facilities (with a red hand icon), 0 Meetings, and a 'Click to purchase' button for 'My Subscriptions'.

Facility Name	Reason	Facility User	Date
Sacred Memorial Demo Hospital	RTR - Because you remain out of compliance for this facility, your access has been revoked. If you need assistance with your account, contact Reprax Customer Service at 214-222-7484 opt 1 or e-mail reprax@intellcentrics.com Outstanding Items: Policy: Code of Conduct 2012 - 2013 Policy: Introduction of New Product RFI Policy: MSMC Annual Update Refresh 2015 Policy: Surgical Attire Policy Policy: Vendor Certification Policy Policy: Vendor Confidentiality Agreement Policy: Vendor Conflict of Interest Statement Policy: Vendor Relations/Conduct Policy Credential: Chicken Pox (Credential Missing from Profile)	Tanisha McFadden	2015-03-20

Facility Users/Administrators: Revoke and Restore Facility Access for Many HCIRs / Reps

Look under: **REPtools** tab → **Rep Compliance Report** → **[Search]**

→ Select Actions: **Revoke Facility Access** or **Restore Facility Access**

From either the *Rep Compliance Report* or *Rep Category Report* → Enter search parameters →

Use *Type-ahead Search* to filter the results (e.g., by *Company* name) → Select Reps on *Current* or *All* Pages → Select **Revoke Facility Access** action → *Perform Action* → On *Actions* page, note a reason why → and then **Revoke Facility Access**



Rep Compliance Report

Facility Access by Rep Category

Select a facility and a rep category to view the reps' compliance and entry statuses. Please note: Depending on the report, it may take several minutes to complete.

Facility: Development Facility (Tech Demo)
(Selecting a new facility will reset your results)

Rep Category: All

Company: All

Compliance Status: ☐ Non-compliant ☐ Compliant ☒ All

Revoked Status: ☐ Non-revoked ☐ Revoked ☒ All

Visit Period: 120 days

Please note: Facility Access assumes the facility is live and entry requirements are being enforced.

Choose an action from the drop down menu below, select the appropriate reps, and click Perform Action necessary details to complete the action.

Actions: **Revoke Facility Access** | Select: **Current Page** | All Pages | Unselect All | **Perform Action**

All--De (Tech Demo)

Show 10 entries

Name	Company	Rep Category	Orig. Attach Date	Facility Access*	REPScore
<input checked="" type="checkbox"/> Eleanor Duncan	IntelliCentrics	Volunteers with access to Facility	2012-07-27	No	99 %
<input checked="" type="checkbox"/> John Gibson	IntelliCentrics	Vendor Rep with access to OR	2013-08-13	No	100 %

Actions

Revoke Facility Access

Revoke facility access for the reps listed below. When reps' access is revoked, they will be notified of the action by email and will not be able to check in until their access is restored.

* Indicates required field

Facility: Sacred Alaska Regional (Sales Demo)

Note: We have noted multiple facility violations from vendor representatives specifically from your company. Please review all facility guidelines, policies, and requirements before contacting our health system again.
Thank you for your cooperation in this matter.
Your note will be viewed by the reps.

☐ Include Outstanding Requirements

Revoke Facility Access

Selected Users

Please note: You can only revoke a rep's access once per facility, per day. If you exceed that limit for a rep, the action will be skipped.

Show 10 entries | Search:

Name	SEC3URE ID #	Today's Existing Actions
Molly Nicolet	82	
Eleanor Duncan	457368	

Credential: Hepatitis
Credential: MMR - Measles, Mumps and Rubella
Credential: Seasonal Flu Vaccine
Credential: Tuberculosis
Credential: Proof of Employer
General Liability Coverage
Credential: Evidence of Employer
Product/Service Competency
Credential: Criminal Background Check
Credential: Proof of Drug Screen
Aseptic Techniques Training
Bloodborne Pathogens Training
NHA Training