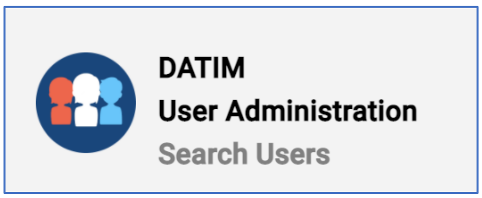
How to Confirm Account Status in DATIM of your users for PEPFAR Budget and Projected Expenditures

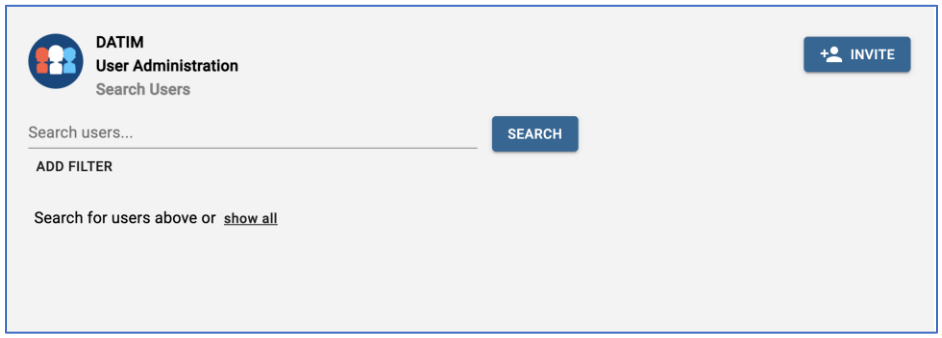
Background

This job aid provides an overview of the step-by-step process to confirm account status in DATIM of your users for PBPET.

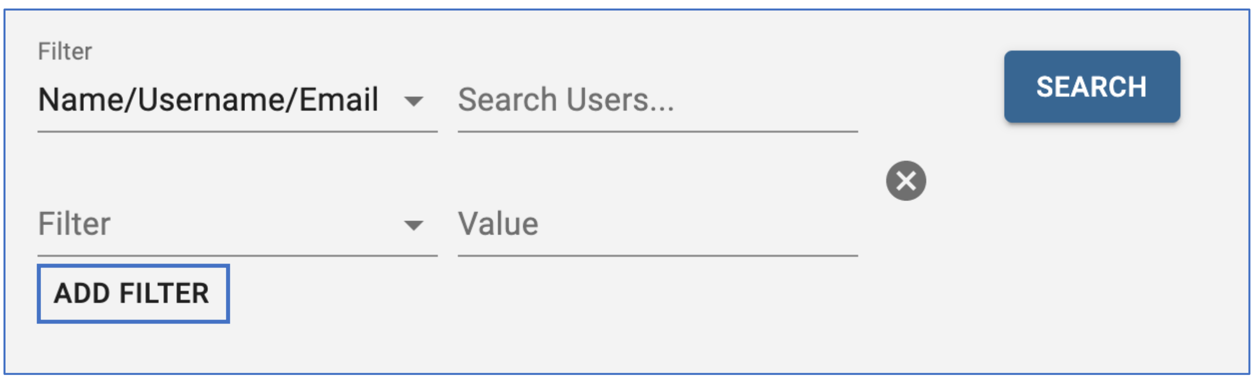
Step-by-Step Process

Step 1: Navigate to the DATIM User Administration App.

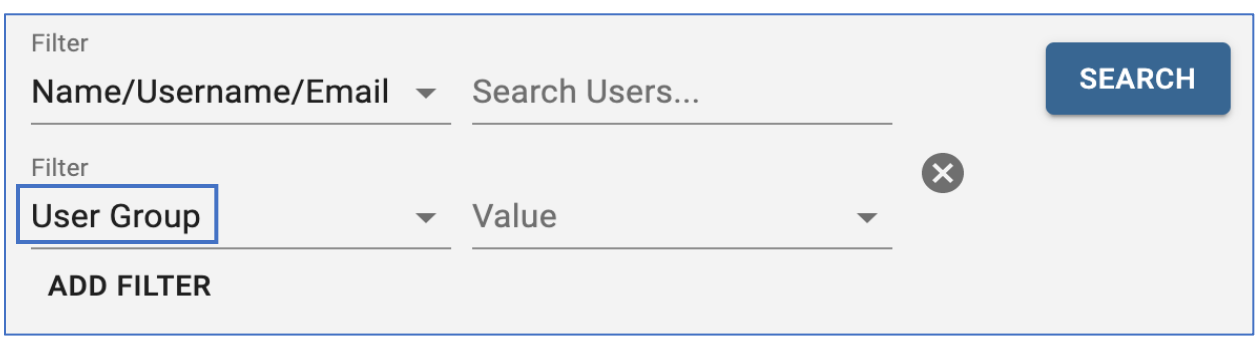




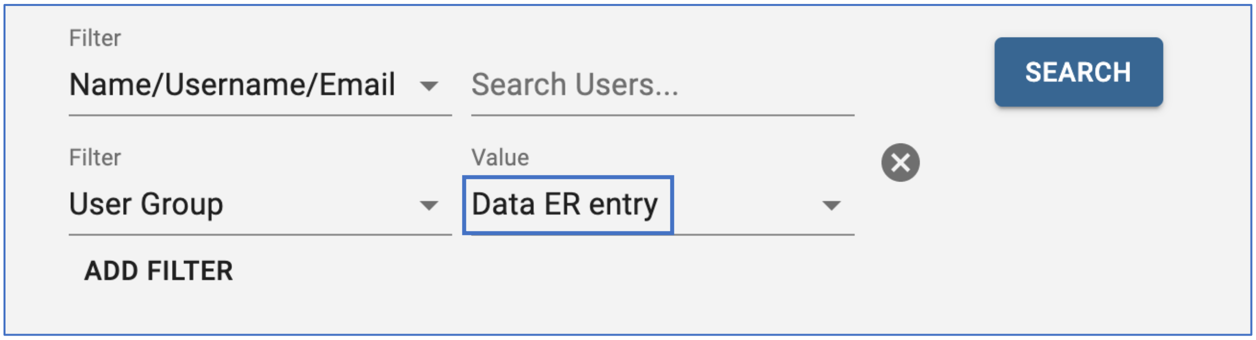
Step 2: Select ADD FILTER.



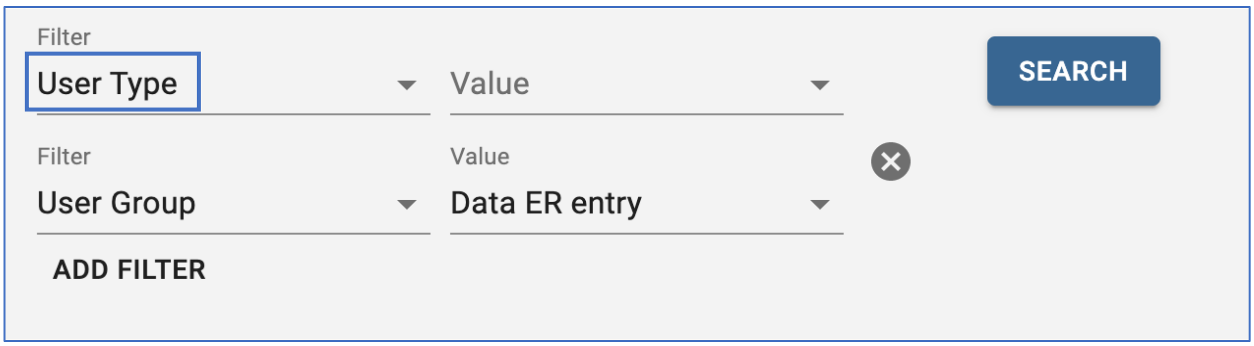
Step 3: Select User Group in the lower Filter field.



Step 4: Select Data ER entry in the lower Value field if you are searching for Partner Users or select Data ER Access in the lower Value field if you are searching for Agency Users.

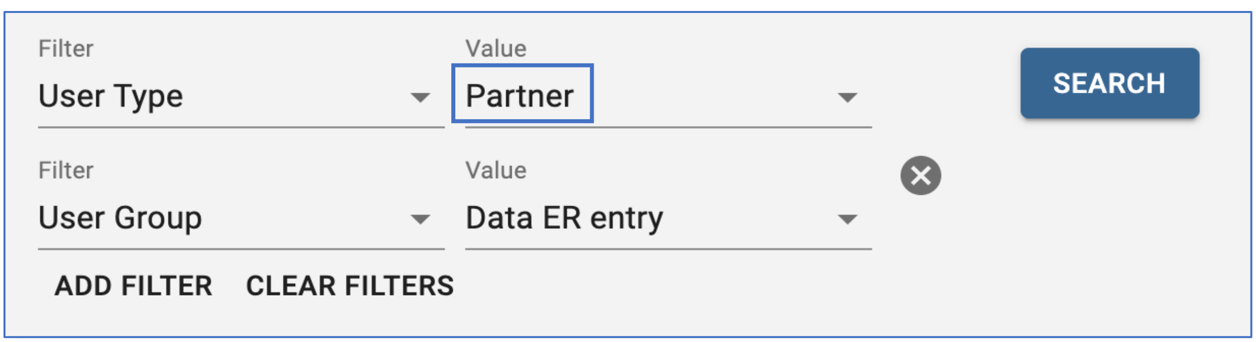


Step 5: Select User Type in the upper Filter field.

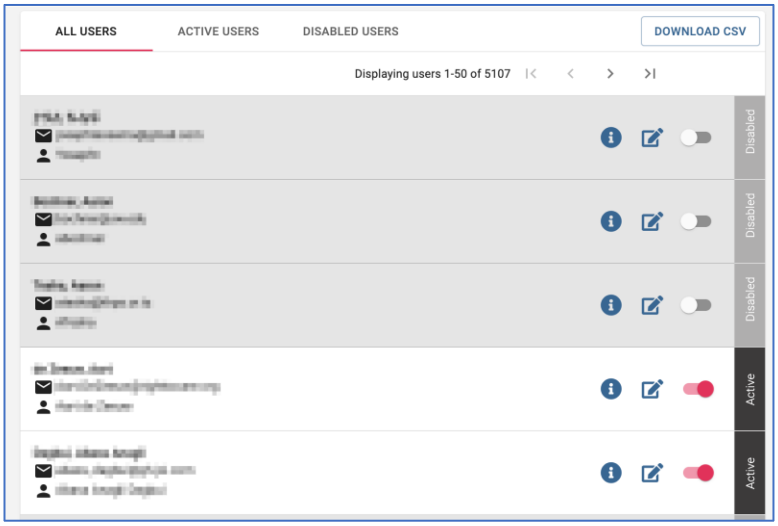


Step 6: Select "Partner" for Partner Users in the upper Value field or select "Agency" for agency users in the upper Value field.

A solution is to name documents consistently by adhering to a naming convention (e.g., SharePoint Challenges and

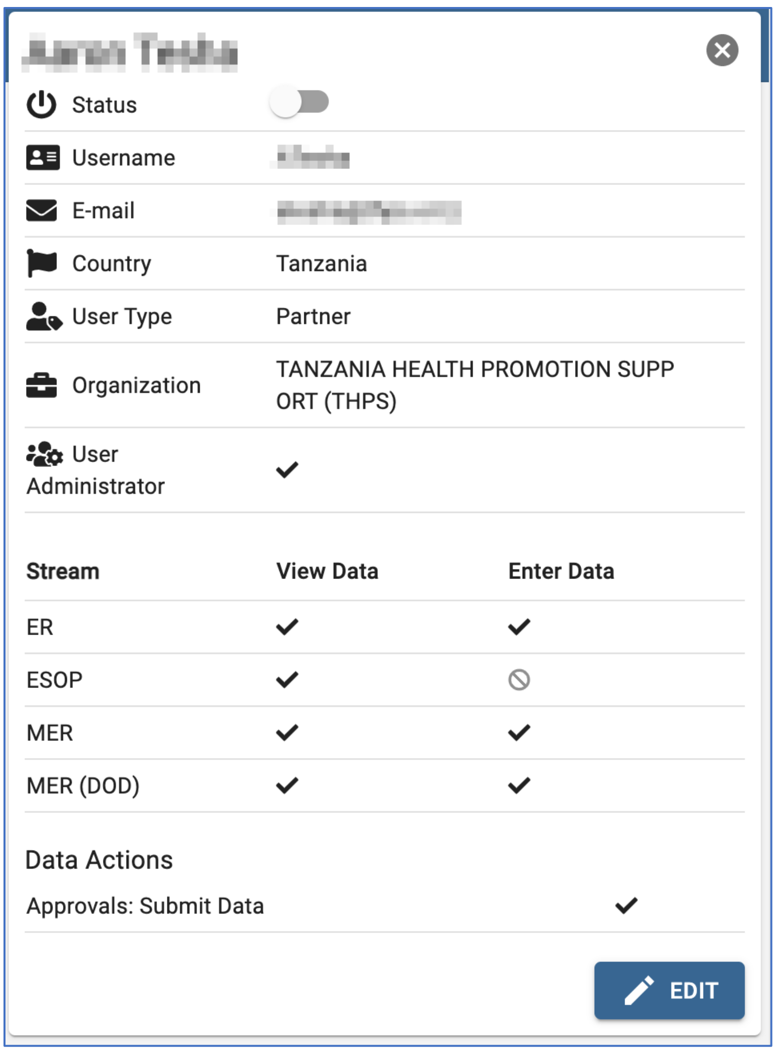


Step 7: Click SEARCH.

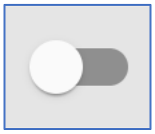


NOTE: Areas of interest are the Active and Disabled.

Step 8: Use the “i” to verify the organization associated with the account.



Step 9: Click the Active/Disabled slider if this account needs to be reactivated.



An email will be sent out to this user that their account has be reenabled.