Manage Monitors

Editing Monitors

You can update a Monitor's information, if needed. For example, a Monitor's contact information may have changed. However, please note that you should never rename your monitors. This supports data integrity. If you are replacing a monitor, you should remove the existing monitor first. See the **Deleting Monitors** heading, below.

1. Click the **Providers** menu and select **Monitors**. The Users/Monitors window opens.

   Note: You can also click the **Administration** menu and select **Users/Monitors** to access this window.

2. Click the **Select User/Monito**r drop-down menu and select the Monitor to change. The Monitor's information displays.

3. Click each box and enter new information over the existing information.

4. Click **Online Review** to update the Monitor's online review permissions.

5. When finished, click **Save**.

Deleting Monitors

Usually, when you delete a Monitor, you are adding a new Monitor or associating the deleted Monitor's providers with another Monitor. When you delete a Monitor, all providers associated with that monitor are automatically disassociated. You can then associate those providers with a new Monitor.

For example, Monitor John is associated with Provider 1, Provider 2, and Provider 3. John is leaving the agency, and you hired Monitor Jane. When you delete John's record, Provider 1, Provider 2, and Provider 3 are disassociated. You then add Monitor Jane to your system and associate her with Provider 1, Provider 2, and Provider 3.

1. Click the **Providers** menu and select **Monitors**. The Users/Monitors window opens.
2. Click the **Select User/Monitor** drop-down menu and select the Monitor to remove.
3. Click **Delete**.
4. At the Are You Sure prompt, click **Yes**.

To add a new monitor, see **Add Monitors**.