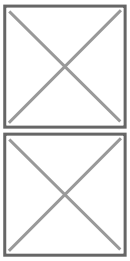
How To Disable A User

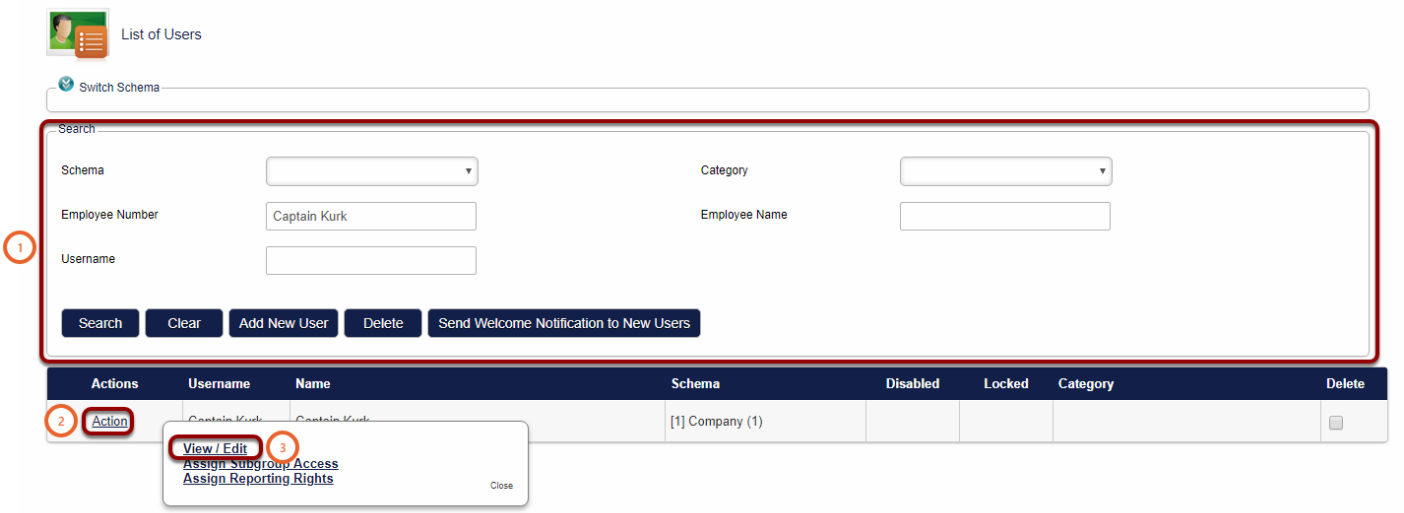
How to get there?

Click on System Administration (1), then with your cursor hover over System Administration (2) | User (3) | Manage Users (4).

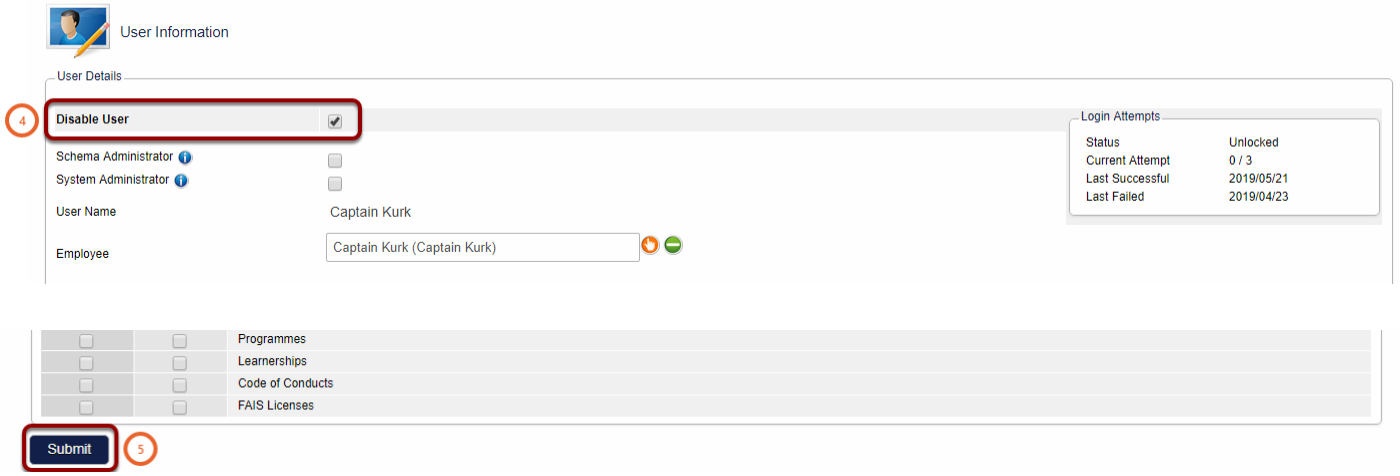


What to do?

- Use the search criteria (1) to search for a user.
- Click on Action (2) on the relevant user.
- Then click on View / Edit (3).



- Select the tick box Disable User (4).
- Then Scroll to the bottom of the page and click on Submit (5).



Note: When a user is disabled they will not be able to log in.

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