

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).

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Image not found or type unknown



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).

List of Users

Switch Schema

Search

Schema Category

Employee Number Employee Name

Username

Search Clear Add New User Delete Send Welcome Notification to New Users

Actions	Username	Name	Schema	Disabled	Locked	Category	Delete
(2) Action	Captain Kurk	Captain Kurk	[1] Company (1)				<input type="checkbox"/>

View / Edit (3)
Assign Subgroup Access
Assign Reporting Rights

Close

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



User Information

User Details

4

Disable User ☒

Schema Administrator

☐

System Administrator

☐

User Name

Captain Kurk

Employee

Captain Kurk (Captain Kurk)



Login Attempts

Status	Unlocked
Current Attempt	0 / 3
Last Successful	2019/05/21
Last Failed	2019/04/23

<input type="checkbox"/>	<input type="checkbox"/>	Programmes
<input type="checkbox"/>	<input type="checkbox"/>	Learnerships
<input type="checkbox"/>	<input type="checkbox"/>	Code of Conducts
<input type="checkbox"/>	<input type="checkbox"/>	FAIS Licenses

Submit

5

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

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