

# 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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## 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).

The screenshot shows the 'List of Users' interface. At the top left is a 'Switch Schema' button. Below it is a search section with a red box around it, containing fields for Schema, Category, Employee Number (with 'Captain Kurk' entered), Employee Name, and Username. Below these fields are buttons for Search, Clear, Add New User, Delete, and Send Welcome Notification to New Users. A red circle with the number '1' is next to the search section. Below the search section is a table with columns: Actions, Username, Name, Schema, Disabled, Locked, Category, and Delete. The first row of the table has 'Captain Kurk' in the Username and Name columns, and '[1] Company (1)' in the Schema column. A red circle with the number '2' is next to the 'Actions' column. A red box with the number '3' is around the 'View / Edit' link in the Actions column. A dropdown menu is open below the 'View / Edit' link, showing options: 'View / Edit', 'Assign Subgroup Access', and 'Assign Reporting Rights'. A 'Close' button is at the bottom right of the dropdown.

- 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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