



Mobile Business Manage Users Deactivate Users

Deactivate existing users at any time.

Business Manage Users - Deactivate Users Step-by-Step

Use the following steps to deactivate existing users.

Step	Action
1	Tap Menu at the bottom right of the screen.
2	Tap the Manage Users drop-down arrow.
3	Tap the Users hyperlink.
4	Enter a name in the Search field, or Scroll through the list to select a User .
5	Click the Sort by hyperlink to sort Users (by A to Z or Z to A).
6	Click arrow next to the User name record to open their profile containing the following options: <ul style="list-style-type: none">• Details• Activity Log• Access
7	Click the More hyperlink at the top right of the screen.
8	Click the Deactivate User hyperlink.
9	At the Are you sure you want to do this? prompt: <ul style="list-style-type: none">• Click the Yes button to deactivate.• Click the No button to keep the User active.
10	A confirmation that the User's status has been updated displays at the bottom right of the screen.