User Management - Disabling a User

If you disable a user, you deprive the user of his access permission to an account, but all data of the user are retained in your user management. In this way you can make a reactivation of the user at any time if necessary, without further settings - like role assignment etc.

A Please keep in mind that you can re-enable disabled users only in the context of your reserved quota. Should this be exceeded, you will receive a notice.

Disabled users are marked accordingly in the administration area; the respective metadata can be edited in this state.

To disable a user, proceed as follows:

- 1. In the list of all created users, select the one that you want to disable.
- 2. Click on the [Deactivate] button at the top of the list.
- 3. Confirm the deactivation in the dialog that opens by clicking on the [Deactivate] button.

admin@	acme.com - Last Login: 24/10/2018.09:41	×
Create Deactivate	Do you really want to deactivate the selected user?	guration
Acme Corp. Product Management	Cano	el Deactivate
Elizabeth Walters		admin@acme.com
✓ User account confirmed		FIRST NAME
admin@acme.com		Please enter the first name LAST NAME Please enter the last name