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How do I Disable a User Account? Shafin Ahammed - 2021-09-13 - Team management

BRIEF DESCRIPTION

The Era of We application allows you to temporarily disable a user's account when you want to block them from accessing their account. Once a user's account has been blocked, they won't be able to log in to their account using their login credentials. In this documentation, you will understand how to disable a user account.

STEP BY STEP GUIDE

Method 1

Step 1: Log in to your account, navigate to the **'Team management'** tab and select **'User Management'** option from the drop-down menu.

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		Roles				
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Your coffee status!						
Coffee sourced	Arabica stock exchange price	Era of We platform average				
1,027,311 Kg	189.65 ^{\$} per lb	4.81 ^{\$}				
+290kg in the last 7 days	Note: These are average prices which may	y vary based on number of factors.				
https://microroaster.sewnstaging.com/team-management/user-management						
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Under 'User Management', you'll see a list of existing users with their

corresponding details including activity status, roles, and last login.

Name	Last login	Email	Status	All Roles 🗸	Actions
New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	support-admin, test, +2	:
Dinesh Sastha		dinesh.sastha@mr.com	Active	support-admin, Test assign role, +2	:
dhsgfhsd		dansty⊜gmail.com	Active	support-admin, Test assign role	1
sdss		sdf@gmail.com	Active	support-admin, Test assign role	:
gdsfhgk		hsdghf@gmail.com	Active	support-admin, Test Group Role, +2	:

Step 2: Click on **'Vertical Ellipsis'** button appearing next to the desired user account.

Name	Last login	Email	Status	All Roles 🗸	Actions
New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	support-odmin, test, +2	:
Dinesh Sastha		dinesh.sastha@mr.com	Active	support-admin, Test assign role, +2	:
dhsgfhsd		dansty@gmail.com	Active	support-odmin, Test assign role	1
sdss		sdf@gmail.com	Active	support-admin, Test assign role	:
gdsfhgk		hsdghf@gmail.com	Active	support-admin, Test Group Role, +2	:

Step 3: Here you'll see a dropdown menu. Select **'Disable account'**.

ser management						
Stotus V Role X					Add	new member(s)
Nome	Last login	Email	Status	All Role	East Send a message	Actions
Test User1	20/07/2021 6:56 PM	test@nordsud.se	Active	suppor	Send recovery email	:
Horecas lash	16/07/2021 2:26 PM	userhrcc@example.com	Active	Market admin	Disable Account Simulated login	1
new_roaster ros	28/06/2021 11:42 PM	new_roaster@mailinator.com	Active	suppor	Make Admin Delete	:

Step 4: Once you click on the Disable account option, disable account dialog will appear on the screen. Click on '**Disable'** button to disable that user account.



Method 2

Step 1: Log in to your account, navigate to the **'Team management'** tab and select **'User Management'** option from the drop-down menu.



Under **'User Management'**, you'll see a list of existing users with their corresponding details including activity status, roles, and last login.

Name	Last login	Email	Status	All Roles 🗸	Actions
New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	support-odmin, test, +2	:
Dinesh Sastha		dinesh.sastha@mr.com	Active	support-admin, Test assign role, +2	:
dhsgfhsd		dansty@gmail.com	Active	support-admin, Test assign role	:
sdss		sdf@gmail.com	Active	support-admin, Test assign role	:
gdsfhgk		hsdghf@gmail.com	Active	support-admin, Test Group Role, +2	:

Step 2: Click on **'Vertical Ellipsis'** button appearing next to the desired user account.

Name	Last login	Email	Status	All Roles 🗸	Actions
New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	support-odmin, test, +2	:
Dinesh Sastha		dinesh.sastha@mr.com	Active	support-odmin, Test assign role, +2	:
dhsgfhsd		dansty@gmail.com	Active	support-odmin, Test assign role	:
sdss		sdf@gmail.com	Active	support-odmin, Test assign role	:
gdsfhgk		hsdghf@gmail.com	Active	support-odmin, Test Group Role, +2	:

Step 3: Here you'll see a dropdown menu. Select **'Edit'** to view a user's roles and status.

lser management						
Stotus V Role X					Add	new member(s)
Name	Last login	Email	Status	All Role	East Send a message	Actions
Test User1	20/07/2021 6:56 PM	test@nordsud.se	Active	suppor	Send recovery email	:
Horecas lash	16/07/2021 2:26 PM	userhrcc@example.com	Active	Market admin	Disable Account Simulated login	1
new_roaster ros	28/06/2021 11:42 PM	new_roaster@mailinator.com	Active	suppor	Make Admin Delete	

Step 4: Click on the 'Edit' button.

Dashboard Sourcing - Order manage	ement v Soles v Brand & experience v Team monogement v	음* 🗇 🗘 🕼 New MR - Support-admin
Home > Team management > Use	r Management	
Edit Account activated on 27 Nov , 2020,	Active Disable	Cancel Edit Recovery Email An email would be sent to the users email with a recovery link of their account. They can update the password using this link.
Name*	Enter work e-mail address* dansty@gmail.com	Send
Role(s) *		
Test assign role		

Step 5: Toggle the button at the top-right corner of the interface to **'Disable'** to deactivate that particular account.

C Search	ment × Sales × Brand & experience × Team manager	Ar D Q Support-admin ment ∨
Home > Team management > User	Management	Cancel Save
Edit Account activated on 27 Nov , 2020, 2	Active Disable	Recovery Email An email would be sent to the users email with a recovery link of their account. They can update the password using this link.
Name* dhsgfhsd	Enter work e-mail address * dansty@gmail.com	Send
Role(s) *		
Test assign role		

Step 6: Finally, click 'Save' to save your changes.

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Dashboard Sourcing - Order management - Sales - Brand & experience - Team management -	
Home > Team management > User Management	Cancel
Edit Active Disable Activated on 27 Nov , 2020, 11:07 PM	Recovery Email An email would be sent to the users email with a recovery link of their account. They can update the password using this link.

Thus, you can disable a user account as a micro-roaster.

"If you still have any queries, then please feel free to connect with our support team."