

How do I Disable a User Account?

Shafin Ahammed - 2021-09-13 - Team management

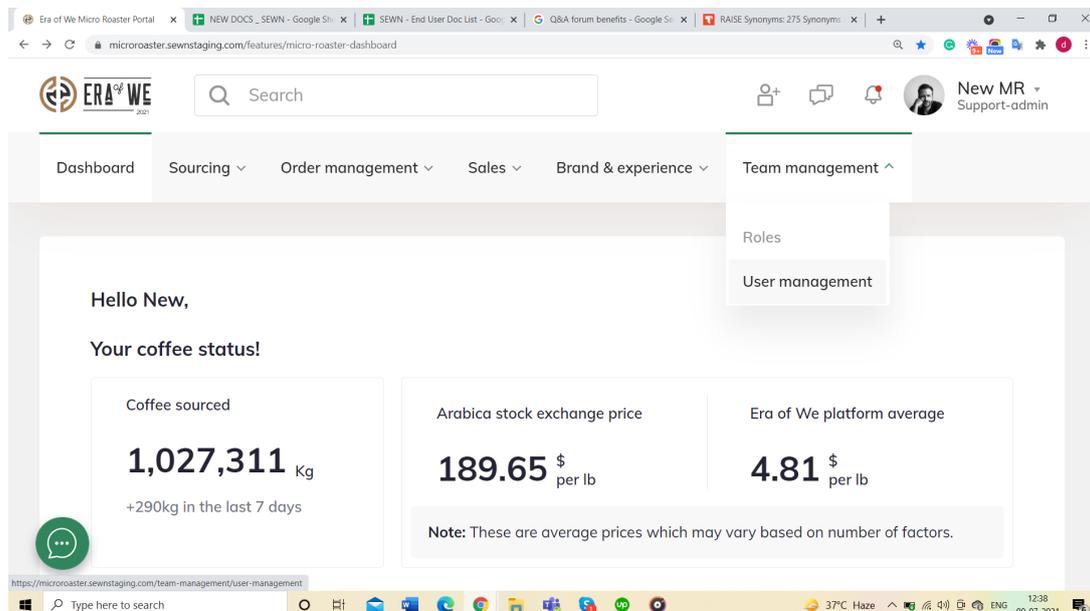
BRIEF DESCRIPTION

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.



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	⋮
dhsgfhds		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-admin, test, +2	⋮
Dinesh Sastha		dinesh.sastha@mr.com	● Active	support-admin, Test assign role, +2	⋮
dhsgfhds		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	⋮

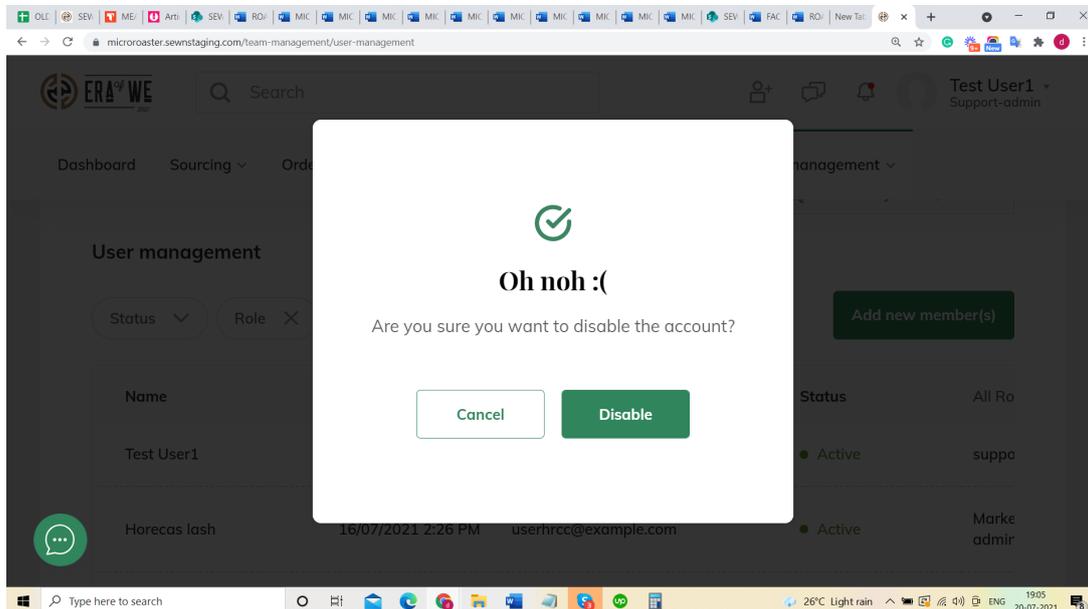
Step 3: Here you'll see a dropdown menu. Select **'Disable account'**.

User management

Status ▼ Role × Add new member(s)

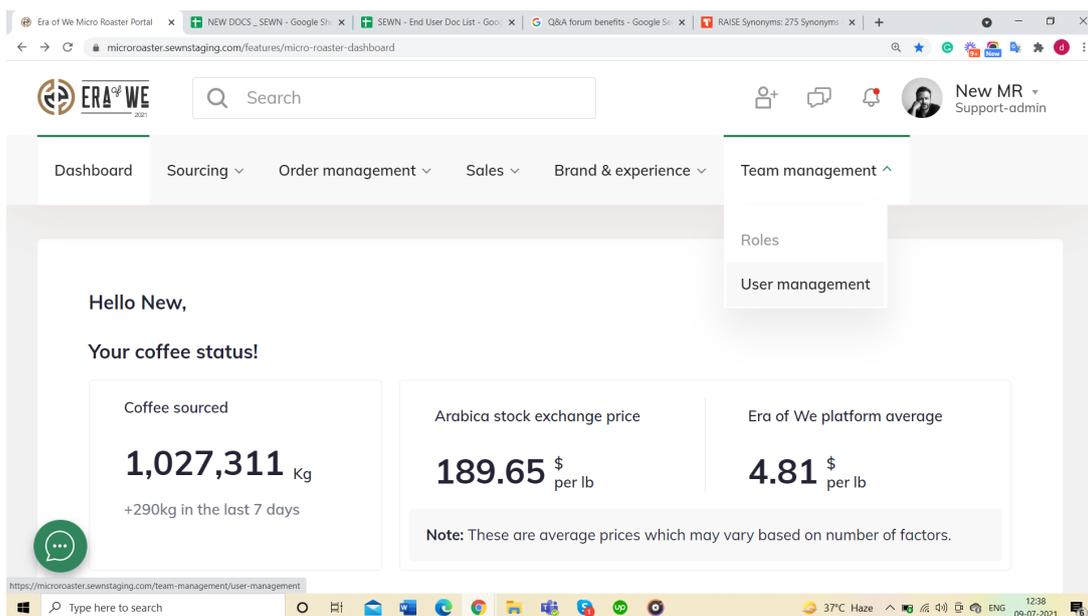
Name	Last login	Email	Status	All Roles	edit	Actions
Test User1	20/07/2021 6:56 PM	test@nordsud.se	● Active	support	Send a message	⋮
Horecas lash	16/07/2021 2:26 PM	userhrcc@example.com	● Active	Market admin	Send recovery email	⋮
new_roaster ros	28/06/2021 11:42 PM	new_roaster@mailinator.com	● Active	support	Disable Account	⋮
					Simulated login	⋮
					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-admin, test, +2	⋮
Dinesh Sastha		dinesh.sastha@mr.com	● Active	support-admin, Test assign role, +2	⋮
dhsghsd		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-admin, test, +2	⋮
Dinesh Sastha		dinesh.sastha@mr.com	● Active	support-admin, Test assign role, +2	⋮
dhsghsd		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	⋮

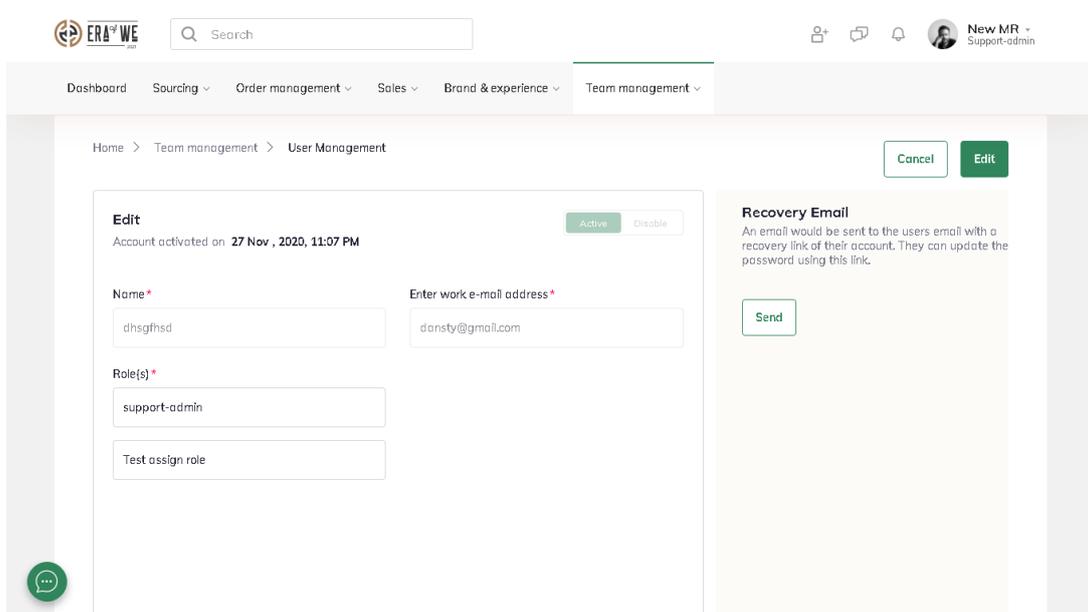
Step 3: Here you'll see a dropdown menu. Select **'Edit'** to view a user's roles and status.

User management

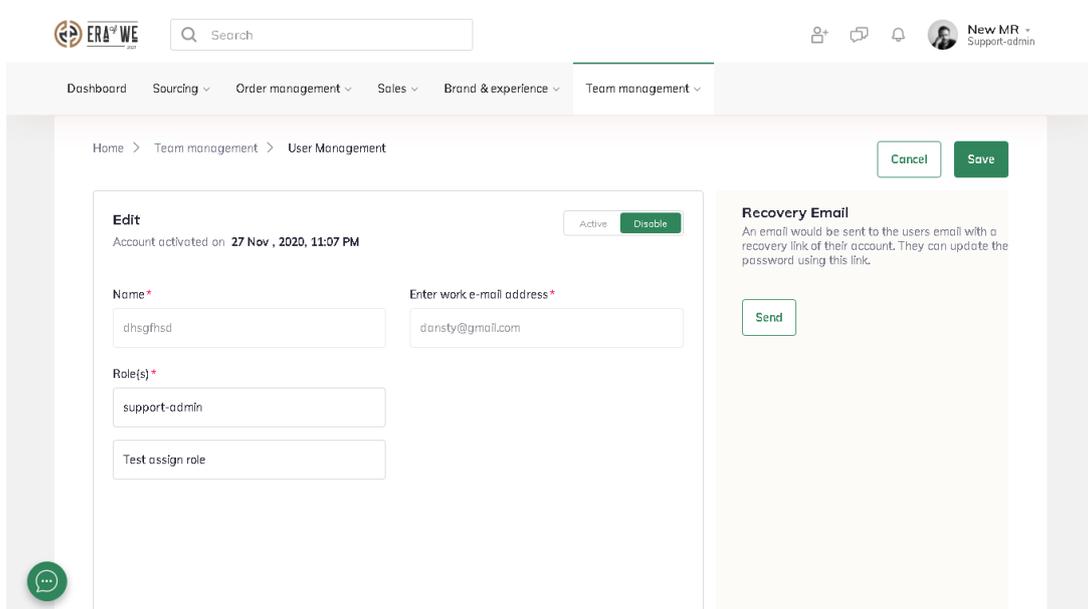
Status ▼ Role × Add new member(s)

Name	Last login	Email	Status	All Roles	Actions
Test User1	20/07/2021 6:56 PM	test@nordsud.se	● Active	support	Send a message Send recovery email ⋮
Horecas lash	16/07/2021 2:26 PM	userhrcc@example.com	● Active	Market admin	Disable Account Simulated login ⋮
new_roaster ros	28/06/2021 11:42 PM	new_roaster@mailinator.com	● Active	support	Make Admin Delete ⋮

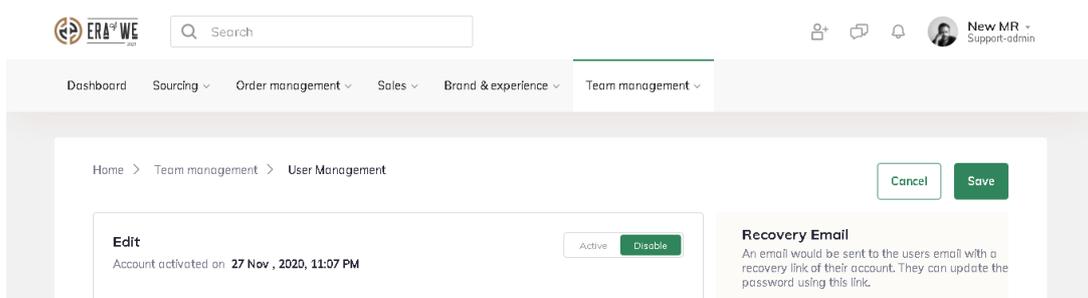
Step 4: Click on the **'Edit'** button.



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



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



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.”