

## How do I Disable a User Account?

Nehal Gowrish - 2021-09-14 - Team Management

### BRIEF DESCRIPTION

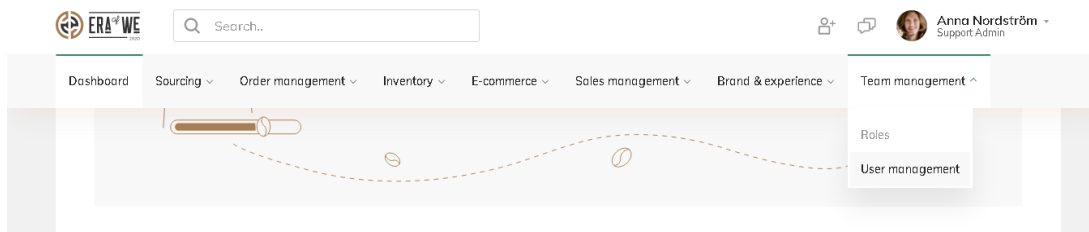
The

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 login 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 view a list of existing users with their details including activity status, roles, and last login.

## User management

Status ▾

Role ▾

<input type="checkbox"/>	Name	Last login	Email	Status	All roles	Actions
<input type="checkbox"/>	Luis stanley	-	luis.s@roaster.com	● Pending	Sales	⋮
<input type="checkbox"/>	Lillian duncan	24/09/2019 1:00pm	lillian@roaster.com	● Disabled	Accountant	⋮
<input type="checkbox"/>	Sean hawkins	13/09/2019 5:00pm	sean.H@roaster.com	● Active	Brand management	⋮
<input type="checkbox"/>	Harold carpenter	02/09/ 2019 10:07am	harold@roaster.com	● Active	Marketing	⋮
<input type="checkbox"/>	James fitzgerald	02/01/2020 7:23 am	james.f@roaster.co..	● Active	Marketing	⋮
<input type="checkbox"/>	Mae grant	19/08/ 2019 9:16pm	mae.grant@roaster..	● Active	Admin	⋮

You can filter users using the filter options above the list. You can filter by status or filter by role. You can use both filters simultaneously as well if needed.

## User management

Status ▾

Role ▲

<input type="checkbox"/>	Name	Last login	Email	Status	All roles	Actions
<input type="checkbox"/>	Luis stanley	-	luis.s@roaster.com	● Pending	Sales	⋮
<input type="checkbox"/>	Lillian duncan	24/09/2019 1:00pm	lillian@roaster.com	● Disabled	Accountant	⋮
<input type="checkbox"/>	Sean hawkins	13/09/2019 5:00pm	Sean.H@roaster.com	● Active	Brand management	⋮
<input type="checkbox"/>	Harold carpenter	02/09/ 2019 10:07am	harold@roaster.com	● Active	Marketing	⋮
<input type="checkbox"/>	James fitzgerald	02/01/2020 7:23 am	james.f@roaster.co..	● Active	Marketing	⋮
<input type="checkbox"/>	Mae grant	19/08/ 2019 9:16pm	mae.grant@roaster..	● Active	Admin	⋮

Step 2: Click on the 'Vertical ellipsis' option for the user account you wish to disable.

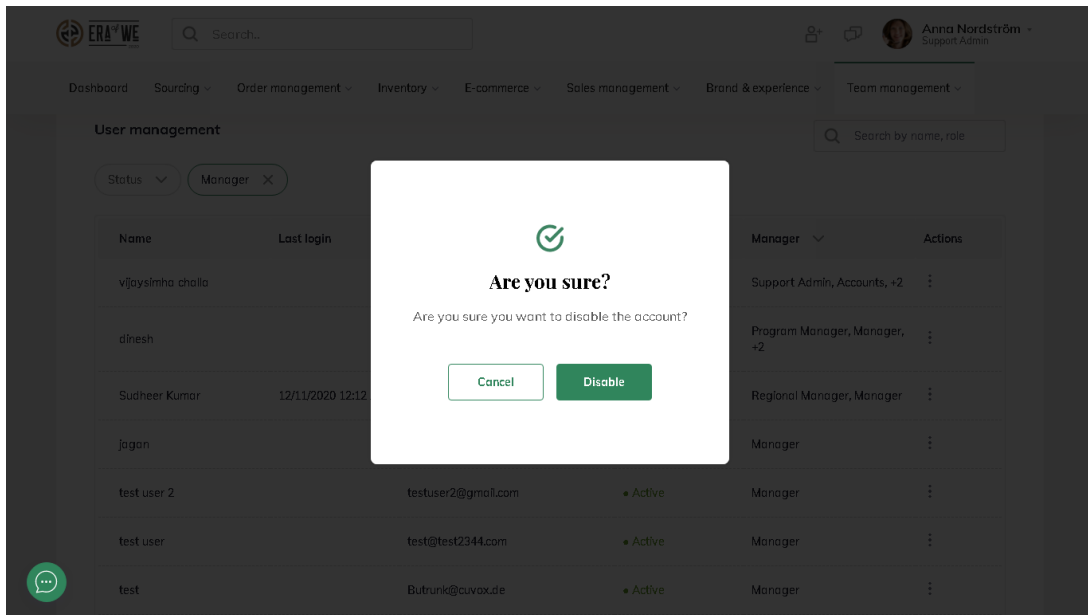
Name	Last login	Email	Status	All Roles	Actions
Nissee Roaster1	21/07/2021 9:50 AM	satyantarayana.murthy@nordsud.se	● Active	Business Area Manager, Test Satya 1	⋮
vijaysimha challa		vijay1@gmail.com	● Active	Business Area Manager, Accounts, +2	⋮
New Roaster		newroaster@ro.com	● Active	TJenas	⋮
Jacob Huri		vetrivel@terralogic.com	● Active	Sourcing, Accounts, +2	⋮
Roaster User1		roasteruser1@ro.com	● Inactive	Sales and Marketing, Business Area Manager	⋮
Admin Roaster		admin.ro@roaster.com	● Active	Admin, Program Manager, +2	⋮
Userone	09/11/2020 6:59 PM	user_1@roaster.com	● Active	Test Satya 1, Business Area Manager	⋮
Marcus Sten		marcus_sten@gmail.com	● Active	Marketing, Business Area Manager	⋮

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

The screenshot shows the ERA4WE user management interface. At the top, there is a search bar and navigation tabs including Dashboard, Sourcing, Order management, Inventory, E-commerce, Sales management, Brand & experience, and Team management. The current view is 'User management' with a search bar for 'Search by name, role'. Below this, there is a 'Status' dropdown set to 'Test Satya 1' and an 'Add new member(s)' button. A table lists users with columns for Name, Last login, Email, Status, Roles, and Actions. A dropdown menu is open over the 'Actions' column for the user 'Userone', showing options: Edit, Send a message, Send recovery email, Disable Account (highlighted), Simulated login, Make Admin, and Delete.

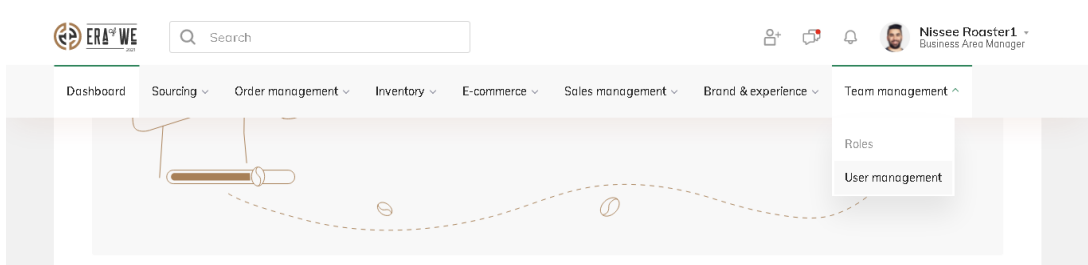
Name	Last login	Email	Status	Roles	Actions
Nissee Roaster1	21/07/2021 9:50 AM	satyantarayana.murthy@nordsud.se	● Active	Business Area Manager, Test Satya 1	⋮
Userone	09/11/2020 6:59 PM	user_1@roaster.com	● Active	Test Satya 1, Business Area Manager	⋮
hdjhrkj		hdshf@gmail.com	● Active		⋮
Edz	13/05/2021 4:24 AM	Fals1970@armyspy.com	● Active		⋮
test invite		Actat1988@fleckens.hu	● Active	Test Satya 1	⋮

Step 4: Once you click on the Disable account option, a confirmation dialog window will appear on the screen. Click on the '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 details including activity status, roles, and last login.

The screenshot shows the ERA4WE User Management interface. At the top, there is a search bar and a navigation menu with options like Dashboard, Sourcing, Order management, Inventory, E-commerce, Sales management, Brand & experience, and Team management. The current page is 'User management' under 'Team management'. Below the navigation, there are filter buttons for 'Status' and 'Role', and an 'Add new member(s)' button. A table lists the following users:

Name	Last login	Email	Status	All Roles	Actions
Nissee Roaster1	21/07/2021 9:50 AM	satyanarayana.murthy@nordsud.se	Active	Business Area Manager, Test Satya 1	⋮
vijoysimha challa		vjay1@gmail.com	Inactive	Business Area Manager, Accounts, +2	⋮
New Roaster		newroaster@ro.com	Active	Tjenas	⋮
Jacob Huri		vetri vela@terralogic.com	Active	Sourcing, Accounts, +2	⋮
Roaster User1		roasteruser1@ro.com	Inactive	Sales and Marketing, Business Area Manager	⋮

You can filter users using the filter options above the list. You can filter by status or filter by role. You can use both filters simultaneously as well if needed.

This screenshot is identical to the one above, showing the ERA4WE User Management interface with the same navigation, filters, and user list.

Step 2: Click on the 'Vertical ellipsis' option for the user account you wish to disable.

Name	Last login	Email	Status	All Roles	Actions
Nissee Roaster1	21/07/2021 9:50 AM	satyanarayana.murthy@nardsud.se	● Active	Business Area Manager, Test Satya 1	⋮
vijaysimha challa		vijay1@gmail.com	● Inactive	Business Area Manager, Accounts, +2	⋮
New Roaster		newroaster@ro.com	● Active	TJenas	⋮
Jacob Huri		vetrivela@terralogic.com	● Active	Sourcing, Accounts, +2	⋮
Roaster User1		roasteruser1@ro.com	● Inactive	Sales and Marketing, Business Area Manager	⋮
Admin Roaster		admin.ro@roaster.com	● Active	Admin, Program Manager, +2	⋮
Userone	09/11/2020 6:59 PM	user_1@roaster.com	● Active	Test Satya 1, Business Area Manager	⋮
Marcus Sten		marcus_sten@gmail.com	● Active	Marketing, Business Area Manager	⋮

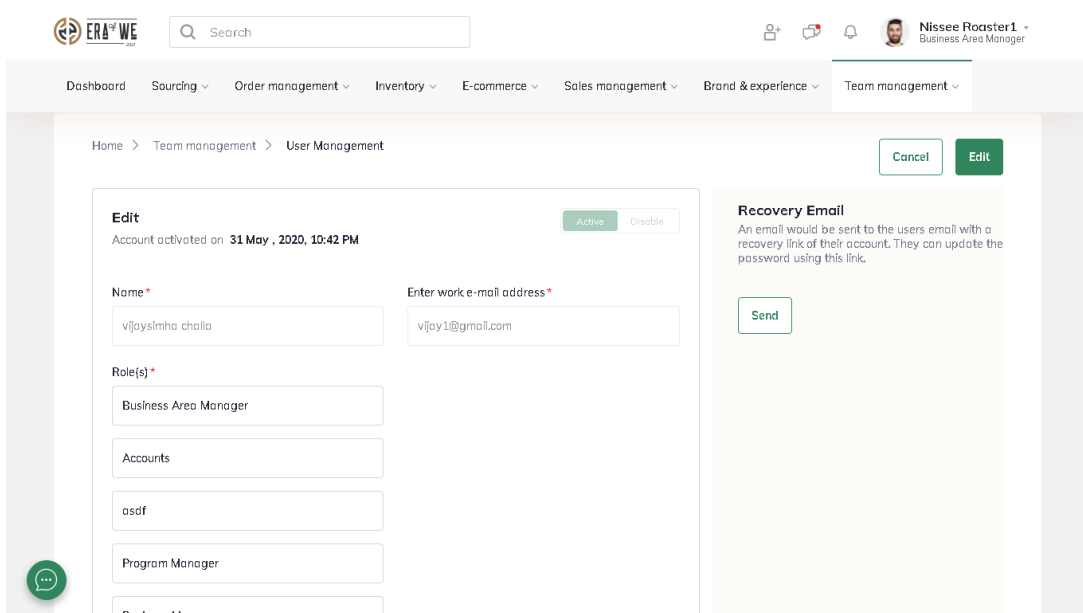
Step 3: Here you'll see a dropdown menu. Select 'Edit' to view a user's roles and status.

User management

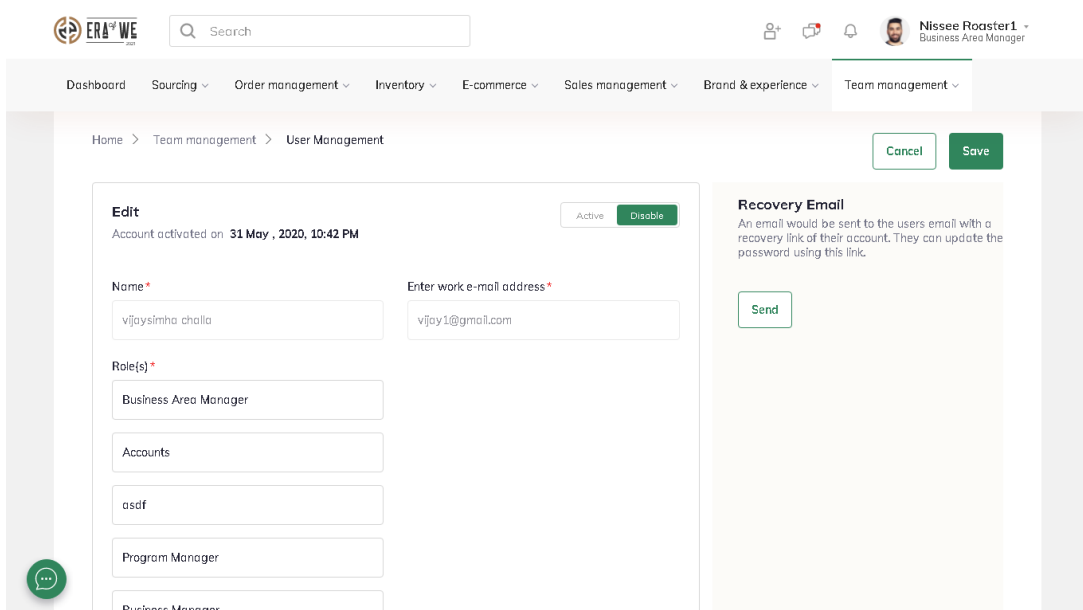
Status ▾ Business Manager ✕ Add new member(s)

Name	Last login	Email	Status	Actions
vijaysimha challa		vijay1@gmail.com	● Active	<ul style="list-style-type: none"> <li>E Edit</li> <li>E Send a message</li> <li>Z Send recovery email</li> </ul>
dinesh		dinesh123@ro.com	● Active	<ul style="list-style-type: none"> <li>F Disable Account</li> <li>M Simulated login</li> </ul>
Sudheer Kumar	12/11/2020 12:12 AM	sudheerv@terralogic.com	● Active	<ul style="list-style-type: none"> <li>F Make Admin</li> <li>M Delete</li> </ul>
Juro	09/06/2021 12:58 PM	priyanka.gupta@ollypop.design	● Active	Business Area Manager, Business Manager
Jagan		jagankumar.sdp@gmail.com	● Active	Business Manager
test user 2		testuser2@gmail.com	● Active	Business Manager

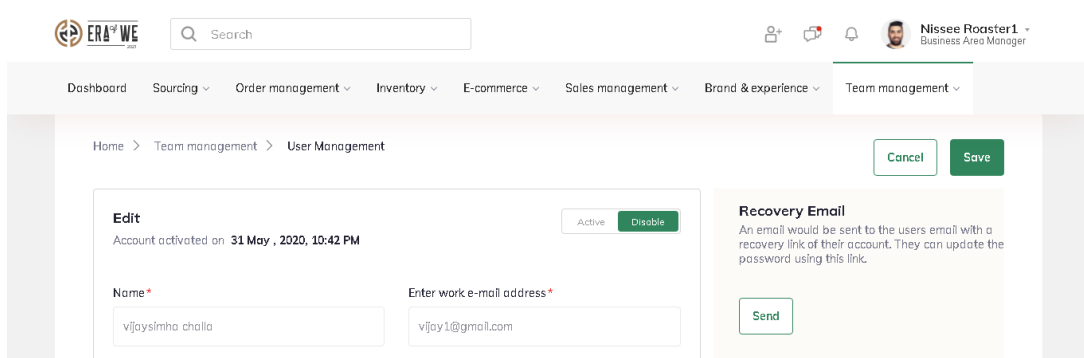
Step 4: Click on the 'Edit' button.



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 roaster.

Related articles: [How do I Enable a Disabled User Account?](#)

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