How to...
Switch user access on/off

CloseNet®

1. Sign into your account and click on the Administration icon.

Administration

2. Your Administration User Account will load.

Highlight the Sign On Name you wish to switch on/off by clicking on it, then select the Edit User button
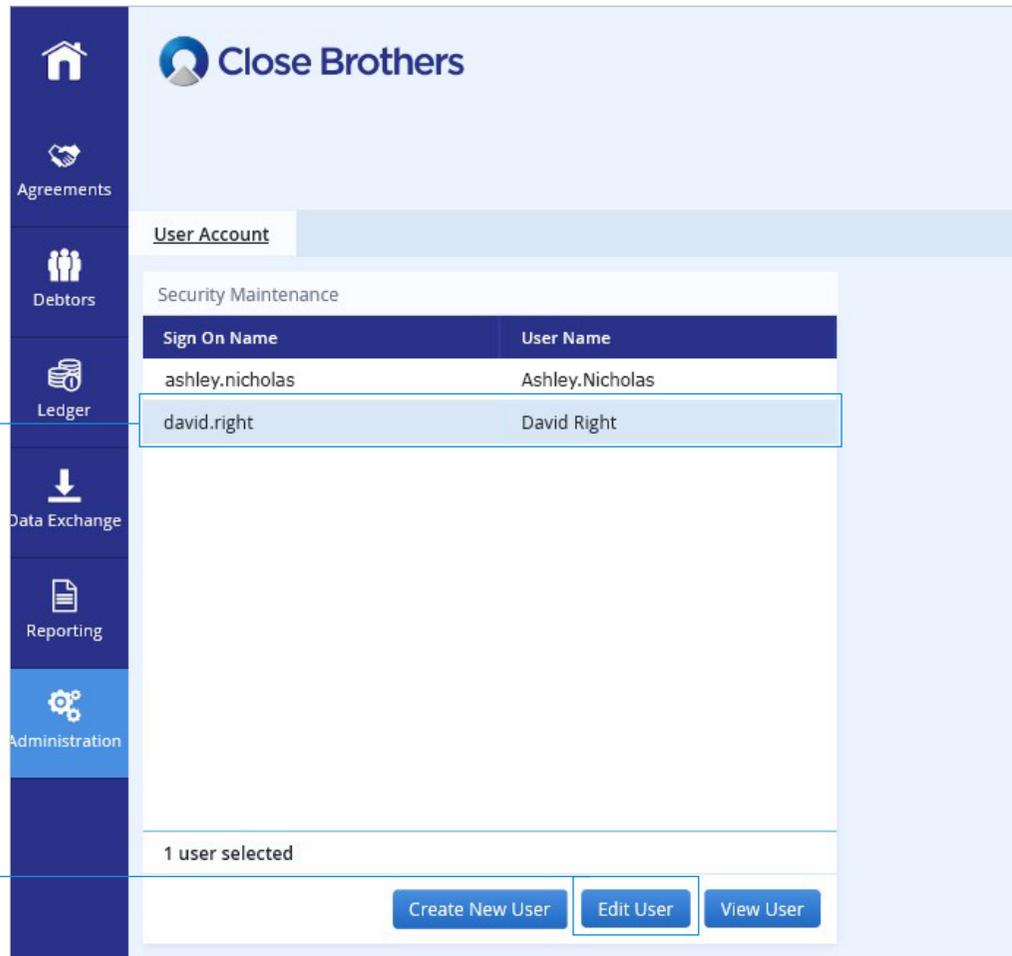
Close Brothers

Agreements

Debtors

Ledger

Data Exchange

Reporting

Administration

User Account

Security Maintenance

Sign On Name	User Name
ashley.nicholas	Ashley.Nicholas
david.right	David Right

1 user selected

Create New User   Edit User   View User

Close Brothers

Switch user access off:

3. Under Profile Status, uncheck the Account is Active tick box.

4. You will need to choose from the drop down menu Inactive Reason: Select Manually de-activated.

You can add a comment if you wish but this is not mandatory.

5. Select the Save Profile button.

This user will no longer have account access.

Switch user access on: Follow steps 1 and 2 on page 1 to access the Administration User Account screen

6. Check the Account is Active tick box in the Profile Status.

You can amend your comments if you wish, but this is not mandatory.
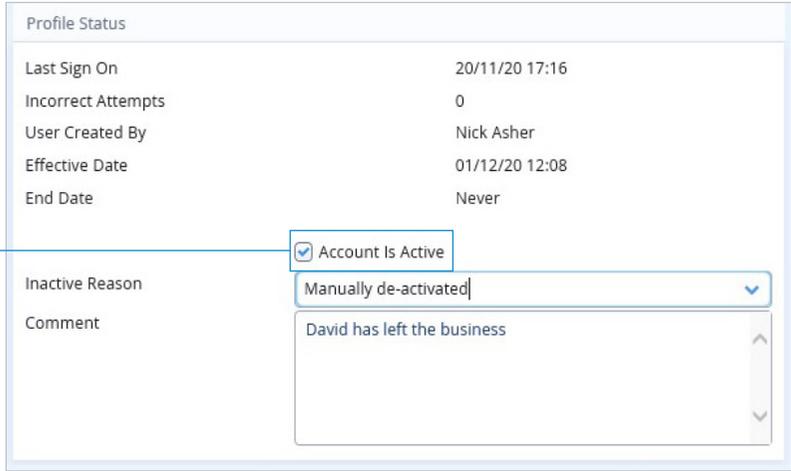
Profile Status	
Last Sign On	20/11/20 17:16
Incorrect Attempts	0
User Created By	Nick Asher
Effective Date	01/12/20 12:08
End Date	Never

☑ Account Is Active

Inactive Reason   Manually de-activated ▾

Comment   David has left the business

7. Select the Save Profile button.

The user is now active again and will be able to access the account.

Change Password   Save Profile