

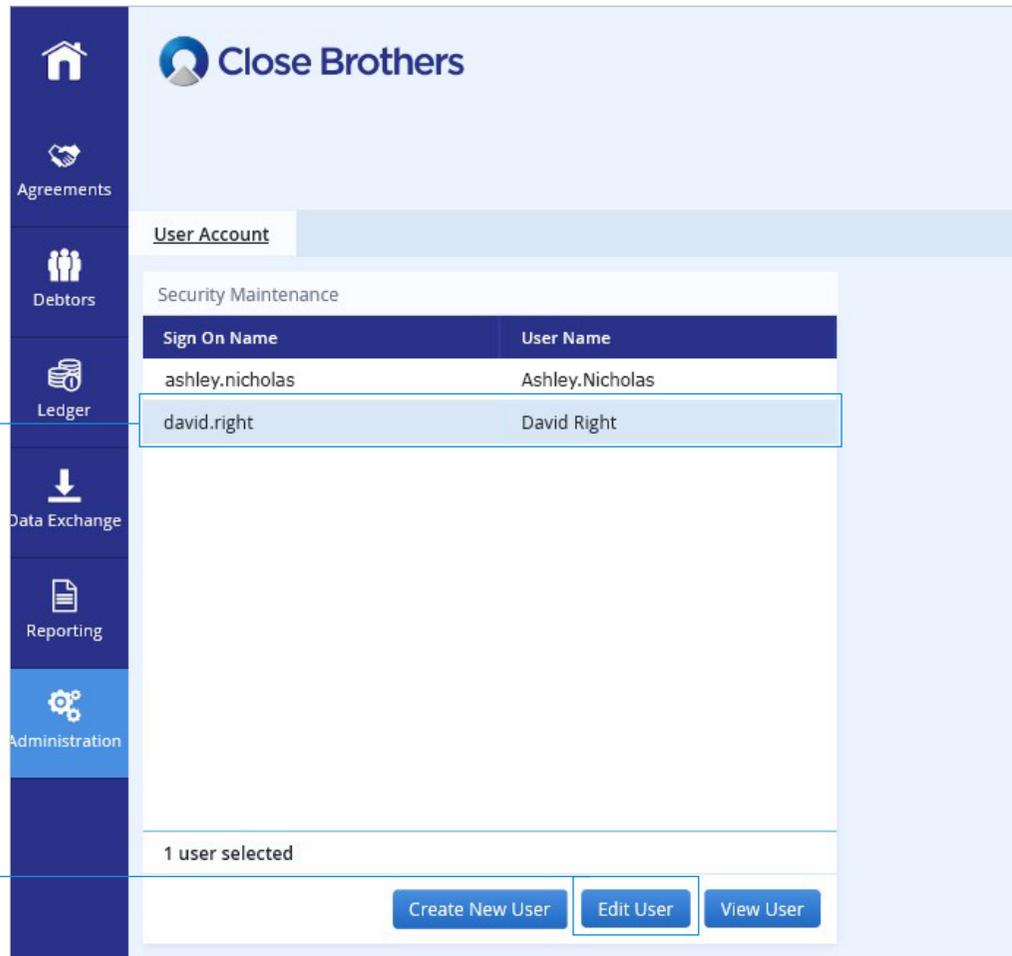
How to...

Switch user access on/off

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



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



The screenshot displays the 'User Account' management interface. A sidebar on the left contains navigation icons for Home, Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The main content area shows a table of users under the heading 'Security Maintenance'. The table has two columns: 'Sign On Name' and 'User Name'. The user 'david.right' is selected, and the 'Edit User' button is highlighted.

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

1 user selected

Create New User Edit User View User

Switch user access off:

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

User Account	
Profile Details	
Basic Details	
Sign On Name	david.right
User Name	David Right
Initials	DR
Change Password	
New Password *	
Re-Enter Password *	
Password Expiry *	18/12/20
Password Last Changed:	20/11/20 16:54
Profile Status	
Last Sign On	20/11/20 16:58
Incorrect Attempts	0
User Created By	David Right
Effective Date	20/11/20 16:54
End Date	Never
<input checked="" type="checkbox"/> Account Is Active	
Inactive Reason	
Comment	

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.

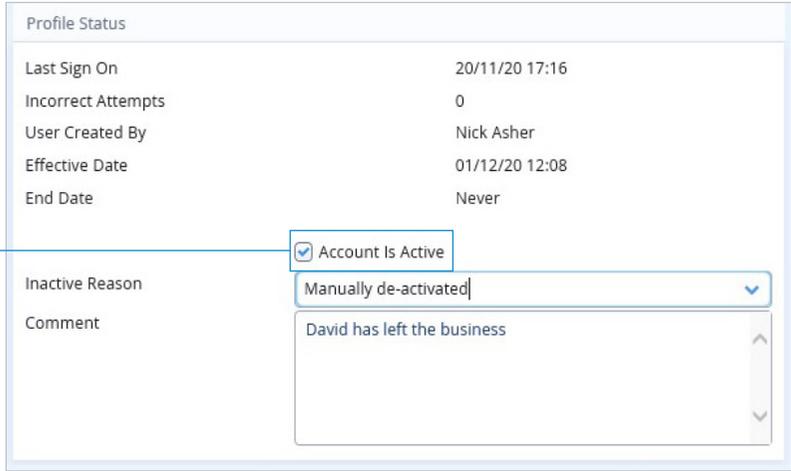
Profile Status	
Last Sign On	20/11/20 16:58
Incorrect Attempts	0
User Created By	David Right
Effective Date	20/11/20 16:54
End Date	Never
<input type="checkbox"/> Account Is Active	
Inactive Reason *	Manually de-activated
Comment	David has left the business.

5. Select the **Save Profile** button.
This user will no longer have account access.

Change Password Save Profile

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.



The screenshot shows a 'Profile Status' form with the following fields and values:

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
<input checked="" type="checkbox"/> 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.



The screenshot shows two buttons: 'Change Password' and 'Save Profile'.