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How to Inactive User ?

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Note : User must be Admin or the User has the rights to use the System Manager Module and access User Maintenance.

Inactive User : Once the User is set to Inactive, User cannot login the to the System but all the transactions created by Inactive User still can view.

Steps on how to Inactive User from the System :

1. Go to :- System Manager > System Utilities Tab > User Maintenance
2. Click "Edit Button" and Select the User you want to set to "Inactive"
3. Ticked the "Inactive" check box and Click the "Save Button"



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The screenshot shows the 'Select User by Filter' window. The 'EDIT' button is highlighted with a red box and a red arrow. The user 'Jane' is highlighted in the list.

UserID	User Name	Mobile ID	Access Group	Default Warehouse	Tie
A21tech	A21tech				
admin	admin		P		admin
Daniel	Then Chee Tat		3		
Cheryl	Cheryl Sin		7		
Branch	Branch User		1		
xiaoqian	Xiao Qian		5		
hanwee	han wee		6		
fanhao	Fan hao		6		
Cheng	Cheng		9		
Jane	Jane		7		
Nikko	Nikko		7		
Marianne	Marianne		2		
jennifer	Jennifer Yap		7		

The screenshot shows the 'User Maintenance' form. At the top, there are 'ADD' and 'EDIT' buttons. Below them, the 'User ID' is set to 'Jane'. The 'Filter By' section has 'Inactive User' selected. A red circle highlights the 'Inactive:' checkbox, which is checked. An orange callout bubble points to this checkbox with the text 'Ticked the Inactive and Save'. At the bottom, the 'SAVE' button is highlighted with a red rectangle. Other fields include 'Name' (Jane), 'Remarks', 'Message', 'Mobile ID', 'Sessions' (0), 'Access Group' (Controllers - Finance), 'Default Warehouse', 'Default Applicant in SR Transaction', 'Tie to SalesPerson', and 'Attachment Folder'.

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