

# A2000ERP ~ GENERAL

## 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.

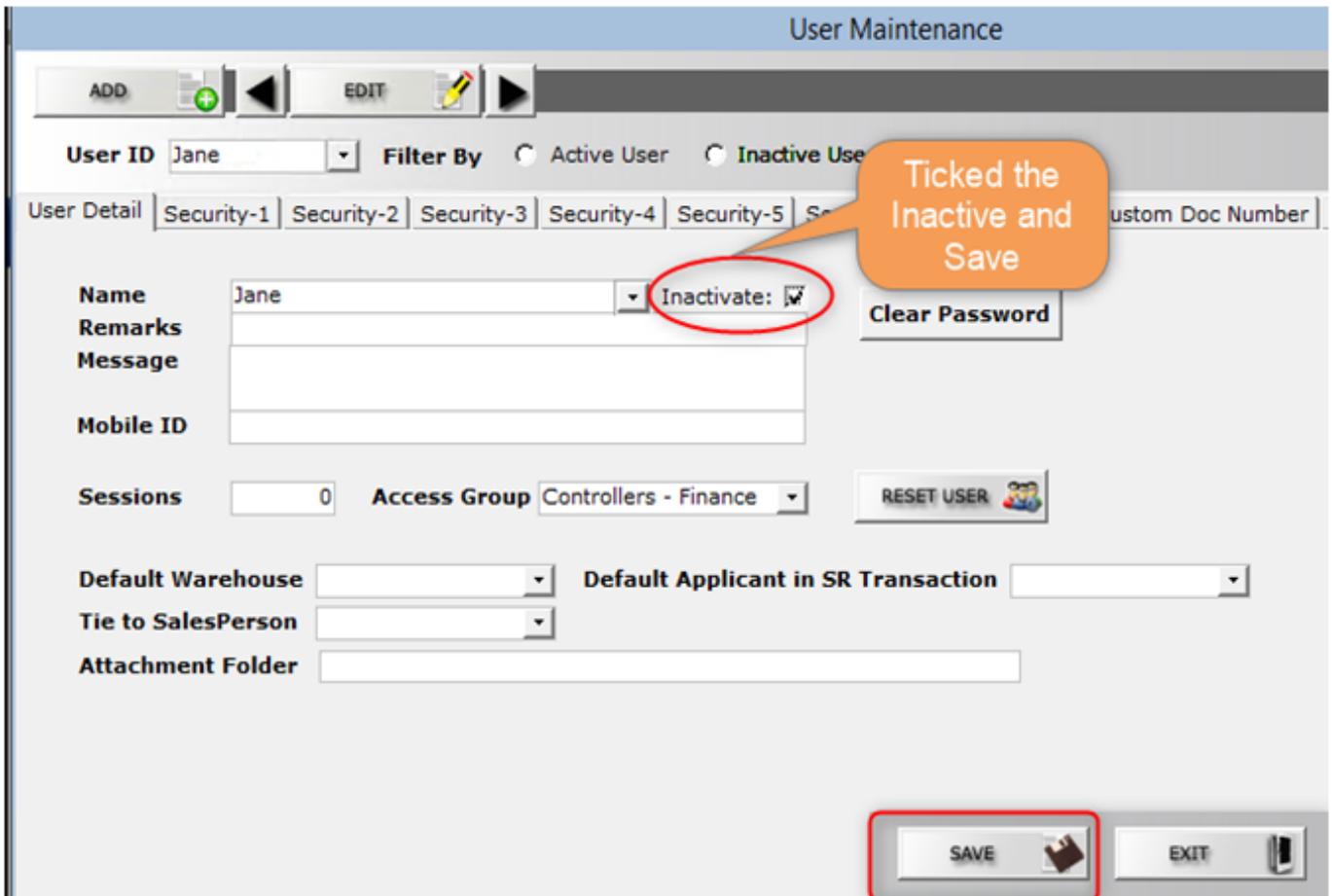
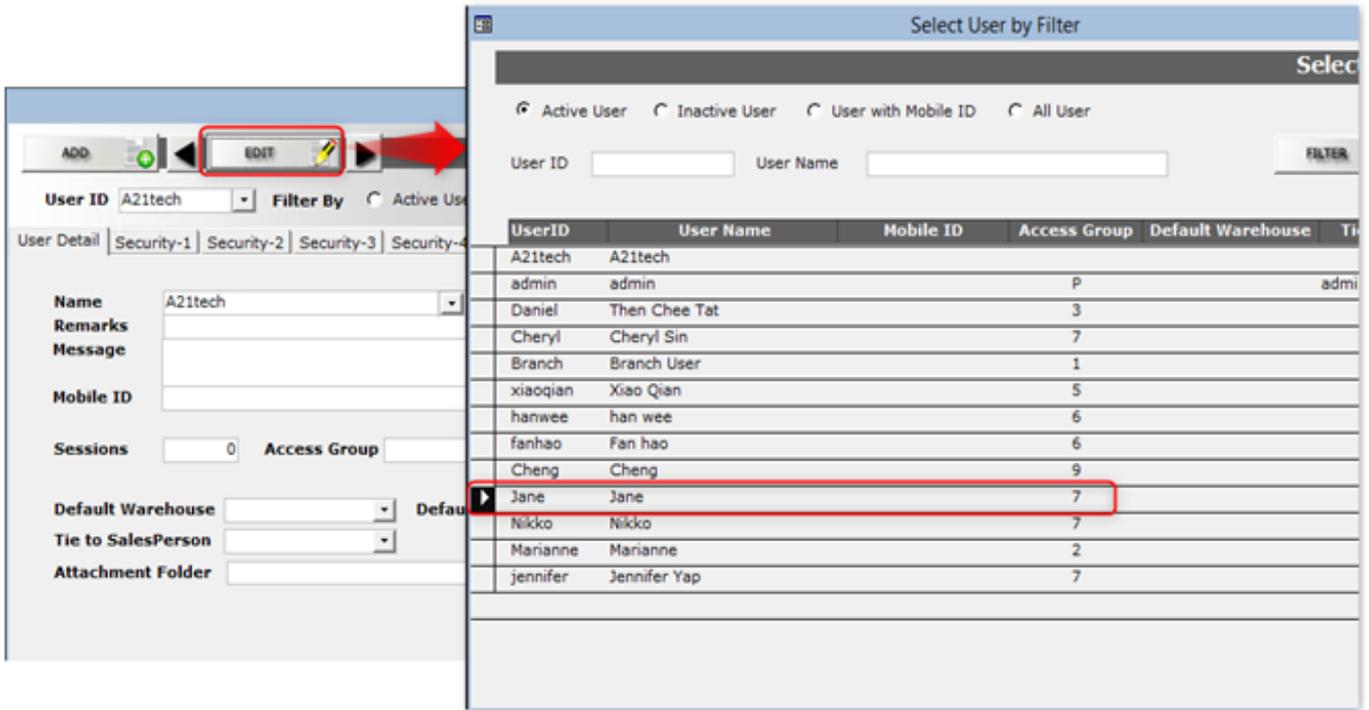
**Inactive User :** Once the User is set to Inactive, User cannot login the to the System but all the transactions created by Inactive User still can view.

### 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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