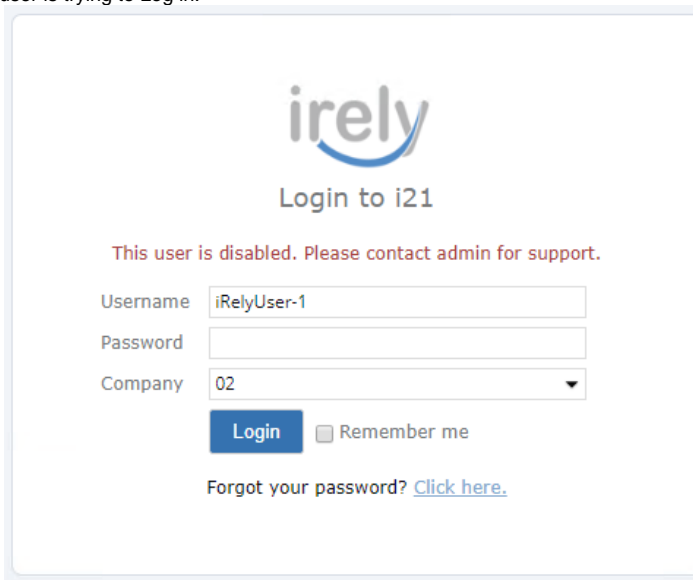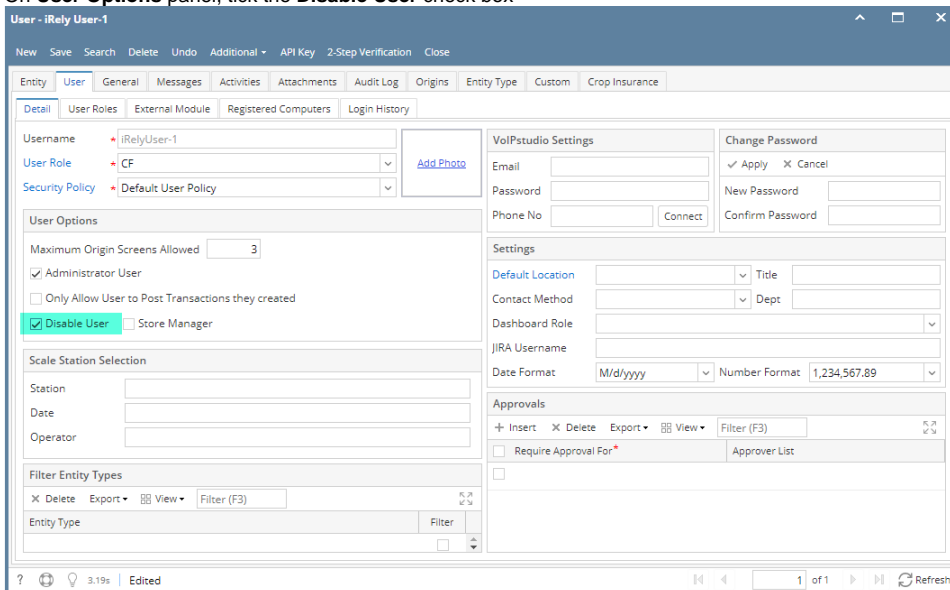# How to Disable a User Entity

Admin users can disable a user through Users screen. All disabled users are not allowed to access i21 application. A message will prompt if the disabled user is trying to Log in.

Here are the steps on how to Disable User:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** menu then click **Users**
3. Select and open the user you want to disable
4. On Users **Entity** screen click **User** tab
5. On **User Options** panel, tick the **Disable User** check box

6. Click **Save** button to apply the changes.

Here are the steps on how to Disable User:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Select the user you want to disable

4. On Users **Entity** screen click **User** tab

5. On **User Options** panel, tick **Disable User** check box

6. Click **Save** button to apply the changes.

Here are the steps on how to Disable User:

1. Log in as **Admin user**
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