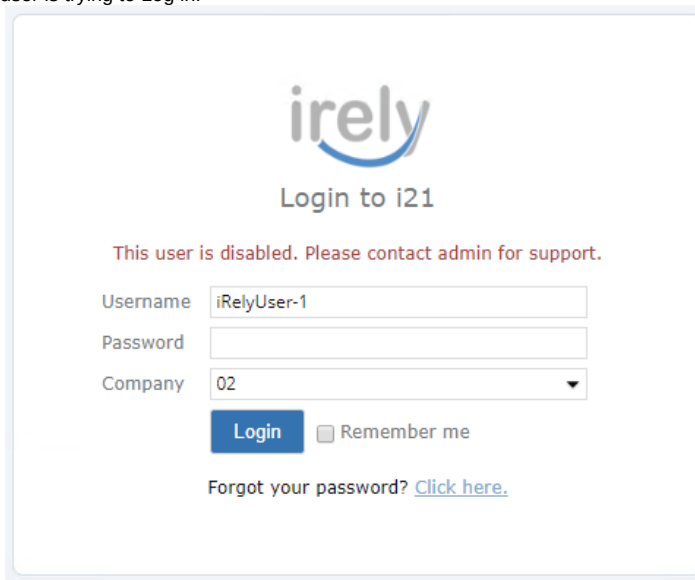


How to Disable a User Entity

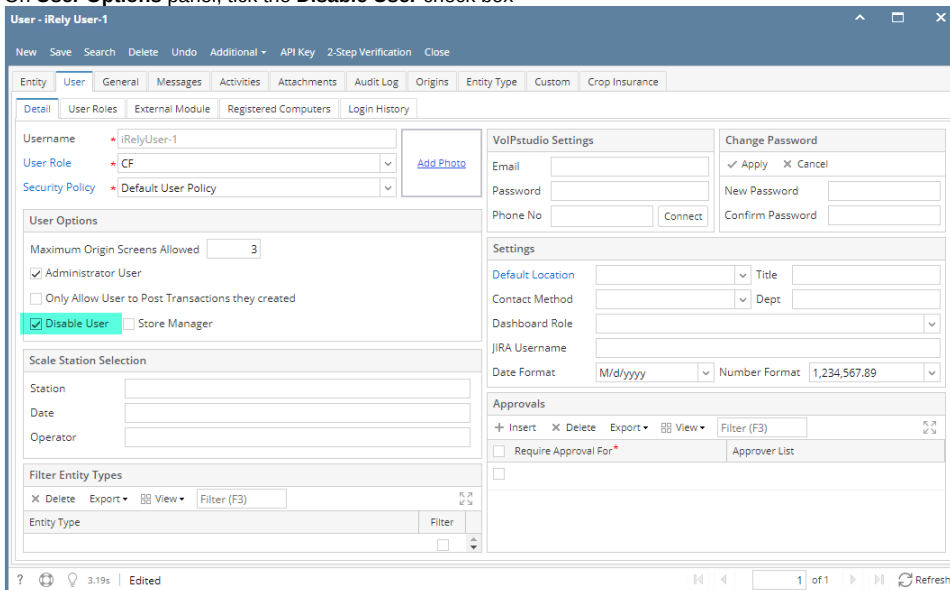
Admin users can disable a user through Users screen. All disabled users are not allowed to access i21 application. A message will prompt if the disabled user is trying to Log in.



The screenshot shows the i21 login interface. At the top is the 'irely' logo and the text 'Login to i21'. Below this is a red error message: 'This user is disabled. Please contact admin for support.' The login form includes fields for 'Username' (containing 'iRelyUser-1'), 'Password', and 'Company' (a dropdown menu showing '02'). There is a blue 'Login' button and a 'Remember me' checkbox. At the bottom, there is a link: 'Forgot your password? [Click here.](#)'

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



The screenshot shows the 'User - iRely User-1' management window. The 'User' tab is selected. In the 'User Options' section, the 'Disable User' checkbox is checked. Other sections include 'User Details' (Username: iRelyUser-1, User Role: CF), 'VolPstudio Settings' (Email, Password, Phone No), 'Change Password' (Apply, Cancel, New Password, Confirm Password), 'Settings' (Default Location, Contact Method, Dashboard Role, JIRA Username, Date Format, Number Format), and 'Approvals' (Require Approval For, Approver List). The bottom status bar shows '1 of 1' and a 'Refresh' button.

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

Entity - User A

New Save Search Refresh Delete Undo Additional Archived Reports API Key 2-Step Verification Close

Entity **User** Comments (0) Attachments (0) Messages Custom Audit Log (1)

Detail User Roles External Module Registered Computers

Username: User A
Title: Test
Contact Method: Email
Department: Test

Change Password
✓ Apply ✕ Cancel
New Password:
Confirm Password:

User Options
Maximum Number of Origin Screens Allowed 3
☐ Allow User to only Post Transactions they created
☒ Administrator User
☐ Disable User
☐ User cannot change password
☐ User must change password on next login

Settings
Default Role: ADMIN
Default Location:
JIRA Username:
Dashboard Role:

Approvals
✕ Delete Layout Filter Records (F3)
☐ Require Approval For

Ready Page 1 of 1

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

User Options

Maximum Number of Origin Screens Allowed 3

☐ Allow User to only Post Transactions they created
☐ Administrator User
☒ Disable User
☐ User cannot change password
☐ User must change password on next login

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

Entity - TestUser

New Save Search Refresh Delete Undo Additional Archived Reports API Key Enable Two-Step Verification Close

Entity User Comments (0) Attachments (0) Custom Audit Log (8)

Detail User Roles External Module Registered Computers

Username: testuser
Title: Manager
Contact Method: Email
Department: IT

Change Password
✓ Apply ✕ Cancel
New Password:
Confirm Password:

User Options
Maximum Number of Origin Screens Allowed 3
☐ Allow User to only Post Transactions they created
☐ Administrator User
☐ Disable User
☐ User cannot change password
☐ User must change password on next login

Settings
JIRA Username:
Dashboard Role:
Default Location:
Default Role: USER

Approvals
✕ Delete Layout Filter Records (F3)
☐ Require Approval For

Ready Page 1 of 1

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

User Options

Maximum Number of Origin Screens Allowed 3

☐ Allow User to only Post Transactions they created
☐ Administrator User
☒ Disable User
☐ User cannot change password
☐ User must change password on next login

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