



Handy guides



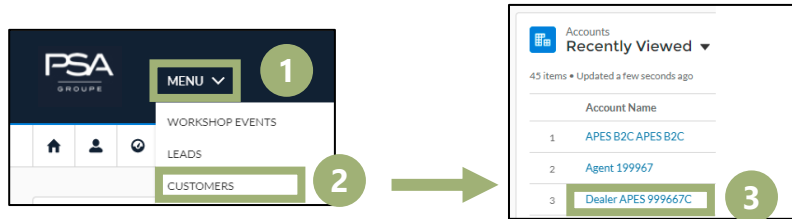
Sales Manager

How to deactivate a user

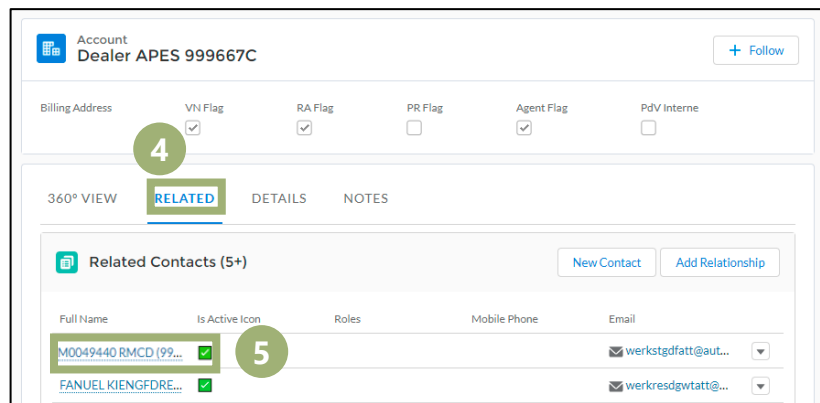
User management

I can deactivate a user in my team when they do not need access to Customer FIRST but I cannot remove their role in ADMP

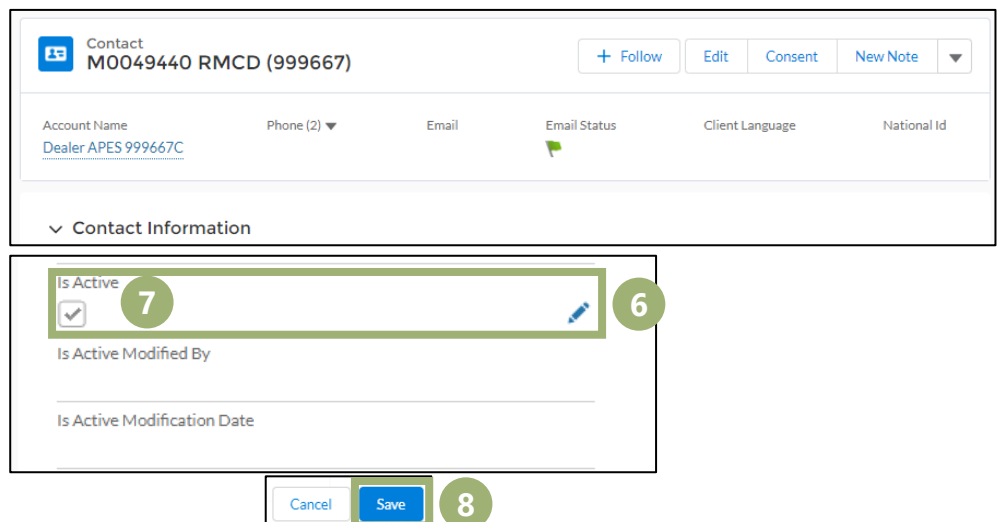
1. I click on the **MENU** drop-down button.
2. I click on **CUSTOMERS**.
3. In the **Recently** viewed list I click on the account for my retail site.



4. Once in the record, I click on the **RELATED** tab.
5. I click on the **user** account I want to **deactivate**.



6. I scroll down in the **Contact Information** section and click on the edit button of the **Is Active** field.
7. I **uncheck** the option box.
8. I click on **Save**.



The user access will be deactivated **overnight**.
If necessary, you can re-activate a user profile using the same method