


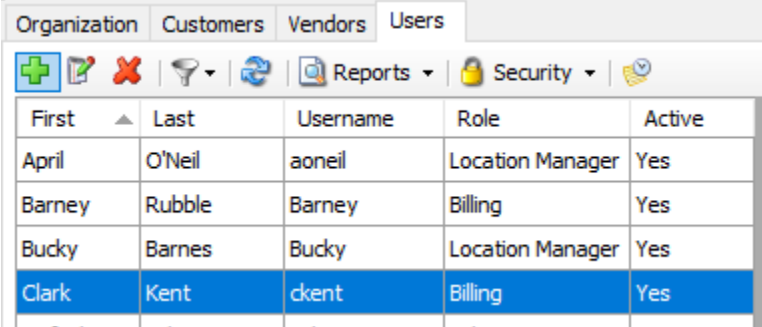
Deactivating and Reactivating Users

While users cannot be deleted from Quantify, they can be deactivated. This removes their ability to log in to the software.

Use the following instructions to deactivate or reactivate your team members in Quantify.

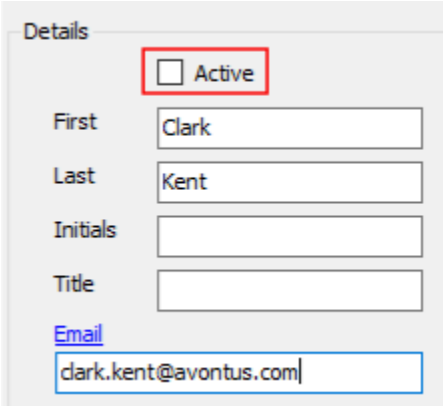
Deactivating a User

1. In Quantify click on "Users" tab.
2. Select the name of user to be deactivated and double click or select the edit () button.



First	Last	Username	Role	Active
April	O'Neil	aoneil	Location Manager	Yes
Barney	Rubble	Barney	Billing	Yes
Bucky	Barnes	Bucky	Location Manager	Yes
Clark	Kent	ckent	Billing	Yes

3. Under "Details" un-check the "Active" box.



Details

Active

First:

Last:

Initials:


Title:

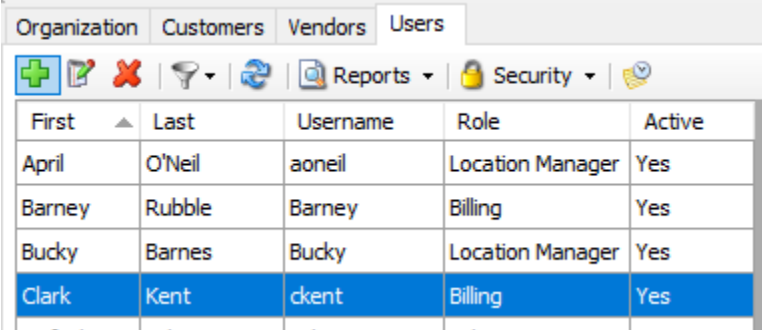
Email:

4. Click "OK."

Reactivating a User

Reactivating a user that had been deactivated will allow them to log in to Quantify with their previous login and password.

1. In Quantify click on "Users" tab.
2. Select the name of user to be deactivated and double click or select the edit () button.



First	Last	Username	Role	Active
April	O'Neil	aoneil	Location Manager	Yes
Barney	Rubble	Barney	Billing	Yes
Bucky	Barnes	Bucky	Location Manager	Yes
Clark	Kent	ckent	Billing	Yes

Note: if you do not see the name, make sure that "Show All" under the Filter () has been selected.

3. Under "Details" check the "Active" box.

Details

Active

First

Last

Initials

Title

4. Click "OK."