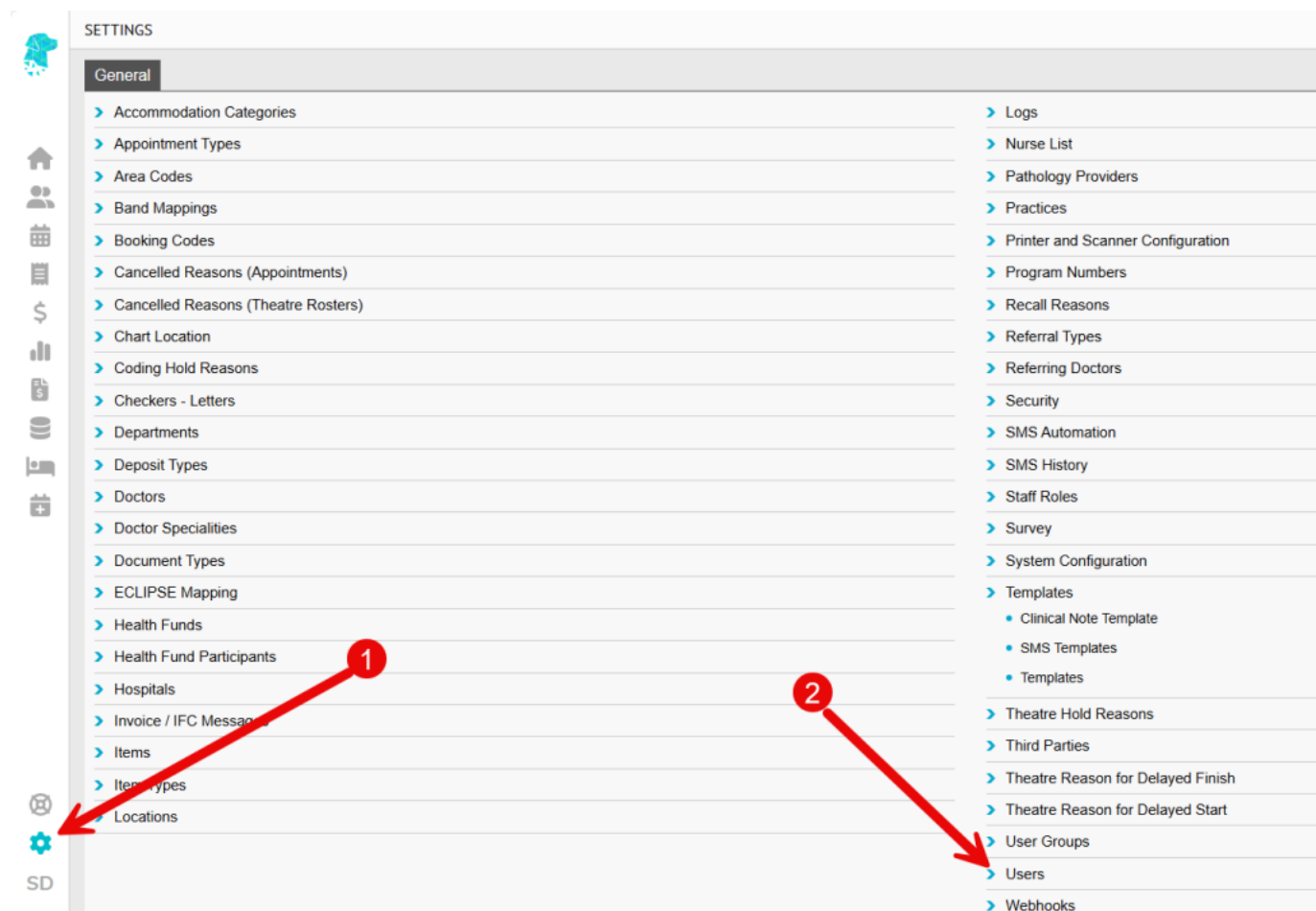


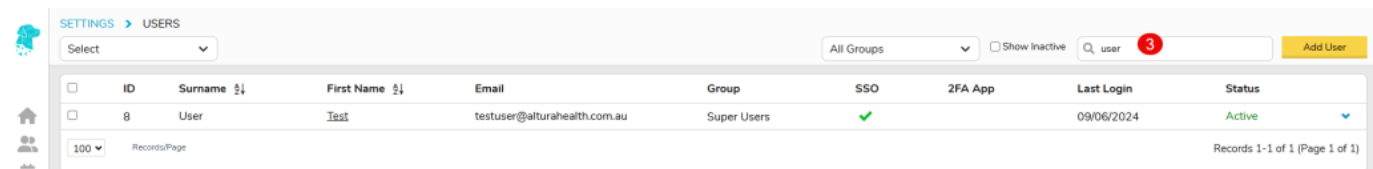
Deactivating a User

When users no longer require access to FYDO, they can be deactivated in the system.

1. Select **Settings**
2. Click **Users**



3. **Search** for the required user and **Double Click** on their name



4. Click **Edit**
5. Untick the **Active** box
6. Click **Save**

SETTINGS > USERS > 8 - TEST 4 Edit

User Details

ID

First Name

Surname

Email

Raise Ticket From

Raise Ticket Location

Group

Restrict IP ☐

SSO Mandatory ☐

Disable 2FA ☐ ?

Personal message

Status ☒ Active 5

7. Inactive users can always be viewed by utilising the **Show Inactive** option

8. Inactive users will be identified with an **Inactive Status**

SETTINGS > USERS

Shae's Private Hospital

All Groups 7 Add User

☐	ID	Surname	First Name	Email	Group	SSO	2FA App	Last Login	Status Inactive	8
☐	8	User	Test	testuser@alturahealth.com.au	Super Users	✓		09/06/2024	Inactive	8

100 Records/Page Records 1-1 of 1 (Page 1 of 1)