Managing a User's Status

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After you set a user up for accessing aACE, you can manage their access using two statuses:

- **Active** - The user can login to aACE. (If the user's team member record is <u>assigned to a user group</u> , they can access any modules linked to that group.)
- **Inactive** - The user **cannot** login. (Note: Disabling a user is not the same as fully <u>deactivating a team member record</u> ; it simply prevents the user from logging in.)

1. Navigate to **System Admin** > **User Groups**.
2. In the <u>Quick Search bar</u> , click the **User** drop-down list, select the user's name, and click **Search**.
3. Click the user's current user group.
4. At the detail view, click the **Team Members** tab.
5. Locate the user in the list and update the flag for the **User** column:
    - Flag marked - Active status
    - Flag cleared - Inactive status

Updating Access for Multiple Users

You can change multiple user's records at one time. At the User Groups module, display

the detail view of the group, then click **Actions** > A**ctivate** (or Deactivate) **Group.**

Note: Deactivating a user group will deactivate all users in the group; however, reactivating the user group will not automatically reactivate all the users in the group.