

Managing a User's Status

Last Modified on 02/22/2019 12:18 pm EST

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 [assigned to a user group](#), they can access any modules linked to that group.)
- **Inactive** - The user **cannot** login. (Note: Disabling a user is not the same as fully [deactivating a team member record](#); it simply prevents the user from logging in.)

1. Navigate to **System Admin > User Groups**.
2. In the [Quick Search bar](#), 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

The screenshot shows the 'User Group: System Admin' detail view. The 'Team Members' tab is active, displaying a table of users. The 'User' column contains checkboxes, and the 'Status' column contains green circles. The checkbox for Jamie Gianelli is circled in red.

User	Account Name	Last Login	FM Version	Status
> aACE Job Shop App (AJSA)	aaace.jobshopapp	5/24/2018 9:12:42 AM	ProAdvanced 16.0.5	ACTIVE
> Alexis Kohn (AK)	alexis.kohn	12/3/2018 4:22:15 PM	ProAdvanced 16.0.1	ACTIVE
> aACE Pick App (APA)	aaace.pickapp	4/3/2018 9:55:19 AM	ProAdvanced 16.0.5	ACTIVE
> Caitlin Nascher (CN)	caitlin.nascher	12/5/2018 10:33:03 AM	ProAdvanced 16.0.1	ACTIVE
> Jamie Gianelli (JG)	jamie.gianelli	8/29/2018 11:56:59 AM	ProAdvanced 16.0.1	ACTIVE
> Kaitie Connolly (KC)	kaitie.connolly	1/25/2018 2:26:45 PM	ProAdvanced 16.0.1	ACTIVE
> Kristie Hernandez (KH)	kristie.hernandez	12/3/2018 5:23:15 PM	ProAdvanced 16.0.1	ACTIVE
> Mara Harvey (MH)	mara.harvey	12/4/2018 4:17:42 PM	ProAdvanced 16.0.1	ACTIVE
> Ned Walker (NW)	ned.walker	11/30/2018 4:55:42 PM	ProAdvanced 16.0.1	ACTIVE
> Scot Hanson (SH)	scot.hanson	12/6/2018 2:15:36 PM	ProAdvanced 17.0.2	ACTIVE

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 > Activate (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.
