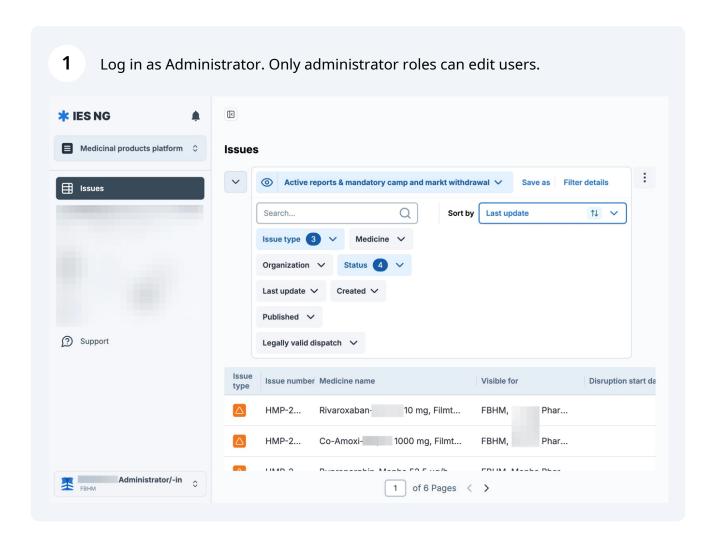
Deactivate a user



This guide provides a systematic approach for administrators to deactivate users in the system.

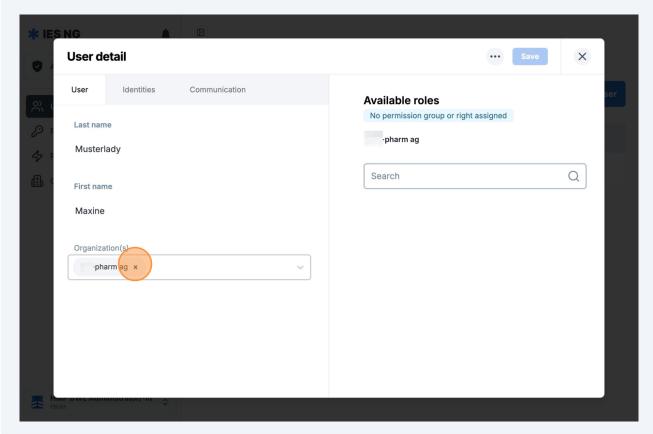
Version 1.0



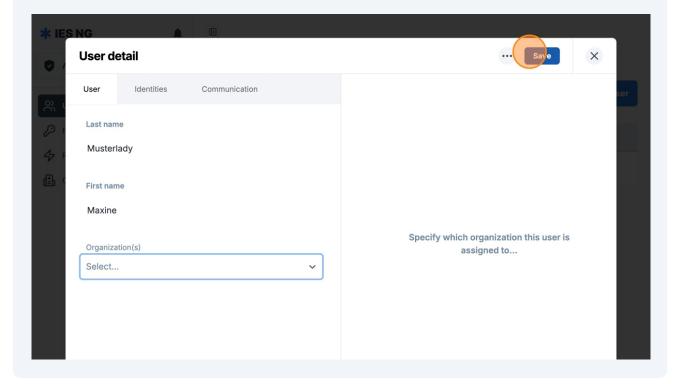
2 Make sure to switch to the module "Admin". K ***** IES NG ■ Medicinal products platform Issues : ■ Medicinal products platform Admin Search... Last update Issue type 3 V Medicine 🗸 Organization 🗸 Status 4 V Last update 🗸 Created > Published ∨ Support Legally valid dispatch 🗸 Issue Issue number Medicine name Visible for Disruption start da type HMP-2... Rivaroxaban- 10 mg, Filmt... FBHM, Phar... HMP-2... Co-Amoxi 1000 mg, Filmt... FBHM, Phar... CDIIM Manha Dhar LINAD Administrator/-in 💠 **₹** БВНМ 1 of 6 Pages < >

4 Click on the desired user. ***** IES NG Users Admin + Create user Maxin × O) User Last name First name emails Musterlady maxine.musterfrau@ Maxine Administrator/-in 💠 ₹ FBHM

Users can only be deactivated if they are not connected to any organizations. Therefore, delete all associated organizations first.



Save the change and refresh your page. The user will now be deactivated and no longer visible to you.





Users can only be deactivated if they are **not connected to any organizations**. Therefore, you must delete all associated organizations first, save the change, and refresh the page.

The user will then be deactivated and **no longer visible** to you.