

Deactivate a user



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

Version 1.0

- 1 Log in as Administrator. Only administrator roles can edit users.

The screenshot shows the IES NG Medicinal products platform interface. The sidebar on the left contains the 'Issues' link. The main content area displays the 'Issues' section with various filters and a table of issues.

Issues

Active reports & mandatory camp and markt withdrawal

Search... Sort by Last update

Issue type 3 Medicine Organization Status 4 Last update Created Published Legally valid dispatch

Issue type	Issue number	Medicine name	Visible for	Disruption start da
HMP-2...	Rivaroxaban-	10 mg, Filmt...	FBHM, Phar...	
HMP-2...	Co-Amoxi-	1000 mg, Filmt...	FBHM, Phar...	
HMP-2...	Rivaroxaban-	10 mg, Filmt...	FBHM, Phar...	

1 of 6 Pages

2 Make sure to switch to the module "Admin".

The screenshot displays the IES NG Medicinal products platform interface. On the left sidebar, the 'Admin' module is highlighted with an orange circle. The main content area is titled 'Issues' and features a filter panel with the following options:

- Active reports & mandatory camp and markt withdrawal
- Search...
- Sort by: Last update
- Issue type: 3
- Medicine
- Organization
- Status: 4
- Last update
- Created
- Published
- Legally valid dispatch

Below the filter panel is a table with the following columns: Issue type, Issue number, Medicine name, Visible for, and Disruption start date. The table contains three rows of data:

Issue type	Issue number	Medicine name	Visible for	Disruption start date
	HMP-2...	Rivaroxaban- 10 mg, Filmt...	FBHM, Phar...	
	HMP-2...	Co-Amoxi- 1000 mg, Filmt...	FBHM, Phar...	
	HMP-2...	Rivaroxaban- 10 mg, Filmt...	FBHM, Phar...	

At the bottom of the page, there is a pagination bar showing '1 of 6 Pages' and a user profile for 'Administrator/-in' with the FBHM logo.

3

You can search through the list of existing users using their first name, their last name or their email address by using the search field.

The screenshot displays the IES NG Users management interface. On the left sidebar, there is a navigation menu with 'Admin' and 'User' tabs. The 'User' tab is currently selected. Below the tabs, there is a blurred area representing a list of users. At the bottom of the sidebar, there is a user profile section showing 'Administrator/-in' with a dropdown arrow. The main content area is titled 'Users' and features a search bar with the placeholder text 'Search users...'. An orange circle highlights the search bar. To the right of the search bar is a blue button labeled '+ Create user'. Below the search bar is a table with three columns: 'Last name', 'First name', and 'emails'. The table contains several rows of blurred data.

4 Click on the desired user.



 Admin

 User

 Administrator/-in

Users

Maxin

+ Create user

Last name	First name	emails
Musterlady	Maxine	maxine.musterfrau@

5

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

User detail [More] [Save] [Close]

User | Identities | Communication

Last name
Musterlady

First name
Maxine

Organization(s)
-pharm ag x

Available roles
No permission group or right assigned

-pharm ag

Search [Search Icon]

6

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

User detail [More] [Save] [Close]

User | Identities | Communication

Last name
Musterlady

First name
Maxine

Organization(s)
Select...

Specify which organization this user is assigned to...



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.