

Disable a User

Users that no longer require access to the SafeTec software should be deactivated for security purposes. For customers with chemical approval processes, deactivation will help ensure chemicals continue to be reviewed.

These steps must be performed by an Admin User.

Basic Steps:

1. On the Admin Main Menu, click **User Management** under Configuration.



2. You can search for the person by a single name or login in the **Display Name** field and then click the **Search** button.

Display Name	<input type="text"/>
Active / Inactive Status	Active <input type="button" value="v"/>
<input type="button" value="Search"/>	

3. In the results that display, click the **Edit** link next to the name of the person you want to set inactive.

Edit	johndoe	John	Doe	customerservice@safetec.net	<input checked="" type="checkbox"/>
----------------------	---------	------	-----	-----------------------------	-------------------------------------

4. Near the top of the page, remove the user's email to ensure user no longer receives any notifications.

[Menu](#) > User Management



Basic Information


Display Name	<input type="text" value="johndoe"/>
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="customerservice@safetec.net"/>
Phone	<input type="text"/>
Default Facility	<input type="button" value="v"/>
Active / Inactive Status	Active <input type="button" value="v"/>

- Next, using the **Active / Inactive Status** drop down box, change the user to *Inactive*. This will make it so the user will no longer have access to the system.

[Menu](#) > User Management

Basic Information

 Save  Go Back

Display Name	johndoe
First Name	John
Last Name	Doe
Email	customerservice@safetec.net
Phone	
Default Facility	<input type="text"/> ▼
Active / Inactive Status	Active ▼ 


- At the top of the page, click **Save**.



Workflow Configuration

If your company has a Workflow/Chemical Review process and the user was assigned a workflow role, this duty may need to be assigned to another individual. This information is found at the bottom of the User's information. The picture shown below is one example of what the Workflow Roles could look like. If you need assistance finding and reassigning workflow review roles to other people, please contact customerservice@safetec.net for assistance.

Workflow Roles

 Export to Excel

<input type="checkbox"/>	Chemical Approval Process	Facility Glass Manufacturer Department
<input type="checkbox"/>	Chemical Approval Process	Facility Health & Services
<input type="checkbox"/>	Chemical Approval Process	Facility Manager - Email Notifications
<input type="checkbox"/>	Chemical Approval Process	Facility Packaging Department
<input type="checkbox"/>	Chemical Approval Process	Facility Quality
<input type="checkbox"/>	Chemical Approval Process	Facility Safety
<input type="checkbox"/>	Chemical Approval Process	Facility Sanitation
<input type="checkbox"/>	Chemical Approval Process	Facility Utilities Department
<input type="checkbox"/>	Chemical Approval Process	Safetec Administrator