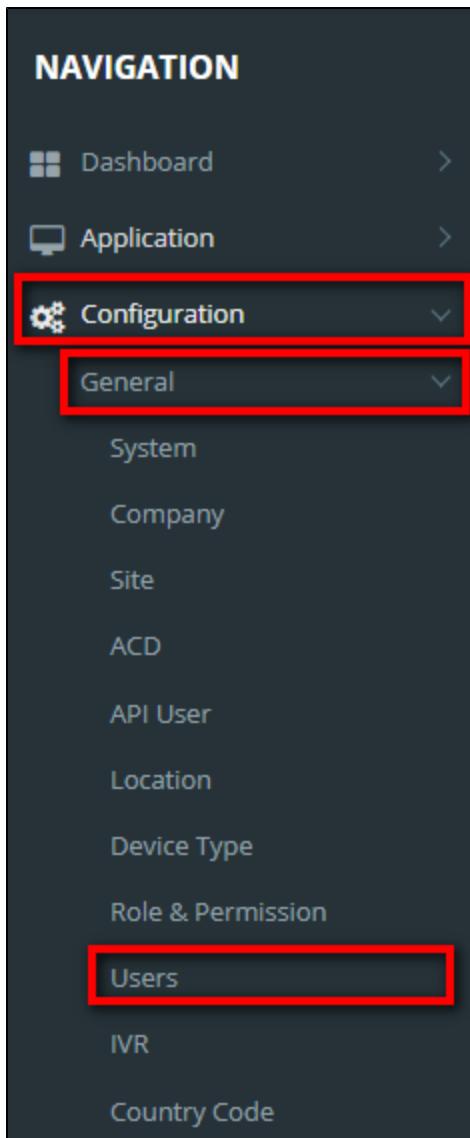


How to Inactivate/Reactivate user

Step-by-step guide

To Inactive/Reactivate user:

1. From the Linkscope Web application, you click to **Configuration ? General ? Users** at the menu.

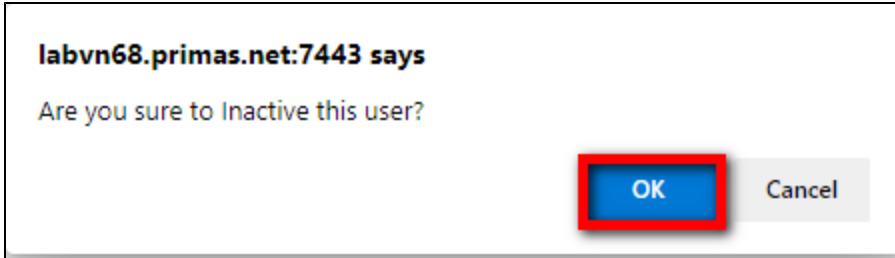


2. At **All Users** table, select any row you want to Inactive/Reactive.

The screenshot shows a table titled 'All Users'. It has columns for 'Name', 'Email', 'Last login', 'Status', and 'Actions'. A single row is selected, indicated by a red box around the entire row. The row contains the name 'linkscope', email 'admin@primas.net', last login '2023-09-01 10:00:00', status 'Administrators', and actions buttons.

Name	Email	Last login	Status	Action
linkscope	admin@primas.net	2023-09-01 10:00:00	Administrators	

3. Click button. If you want to **Inactive** that user. There're alert displays after you click to this button. Select **OK**.



If you want to **Inactive** that user, click  button. There're alert displays after you click to this button. Select **OK**.



4. Then the system shows this message, you changed successfully the user's status.



Related articles

- [Guideline How To Use The Agent Dashboard](#)
- [How to manage API User at General Configuration](#)
- [How to manage Postcall Survey Configuration](#)
- [How to manage User Setting at Screen Pop Configuration](#)
- [How to manage FQ Config at FreedomQ Configuration](#)