## How to Lock/ Unlock user

To temporarily prevent a user from logging into the Linkscope Web application, you can change the user's status to Lock. You can unlock a locked user at any time without the need to re-enter user details.

## Step-by-step guide

To lock/unlock the user account:

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

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==	Dashboard >	
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	General 🗸 🗸	
	System	
	Company	
	Site	
	ACD	
	API User	
	Location	
	Device Type	
	Role & Permission	
	Users	
	IVR	
	Country Code	

2. At All Users table, select any row you want to lock/unlock the user account.



3. Click shat to Lock that user on that row. There're alert displays after you click to this button. Select OK.

labvn68.primas.net:7443 says		
Are you sure to lock this user?		
	ОК	Cancel

If you want to Unlock that user, click button on that row. There're alert displays after you click to this button. Select OK.

labvn68.primas.net:7443 says		
Are you sure to unlock this user?		
	ОК	Cancel

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

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•	Home > Configuration > General > Uses	
e.	Reset Password For ALL InActive	
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- How to manage API User at General Configuration
- How to manage Postcall Survey Configuration
- How to manage User Setting at Screen Pop Configuration
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