

Archiving or Disabling a User

Archiving or Disabling a User Account in OPS-COM allows administrators to deactivate user access while preserving their historical data. This process is crucial for managing user access permissions, maintaining data integrity for past transactions and activities, and ensuring compliance when a user's role changes or they leave the organization.

Using this Feature

The process of archiving or disabling a user account begins by accessing their individual profile through the [User Profile Landing Page](#).

1. Locate the user you wish to edit/update by [searching](#).
2. Click on the **Username** from the search results, and their **User Profile Landing Page** will display.
3. Confirm that the name of the user displayed at the top right-hand corner of the page matches the user whose account you intend to modify.

You can choose to either temporarily disable a user's login access or perform a more formal archive, often linking to an **Archive User Type**.

Disabling a User Account (Preventing Login)

This method revokes a user's ability to log into their OPS-COM account while keeping their profile and data fully intact for administrative reference.

1. Click the **Edit** button on the **Basic Profile Information** bar, or click the **Profile** dropdown menu and select **Edit Profile Information**.
2. The **Edit User Profile** screen will be displayed.
3. Locate and **disable** the **Allow user to login and mark account as active** checkbox.
4. Click the **Submit Registration Information for Processing** button at the bottom of the page.
5. On the **Confirm Registration Information** screen, click the **Information Correct** button to submit the change. The user's account will now be disabled.

Archiving a User Account (Categorized Disablement)

Archiving provides a structured way to disable a user account by assigning it to a specific "Archive Type," which can be useful for reporting or internal tracking.

1. Follow the steps 1 -3 above.
 2. On the **Archive Type** dropdown list, choose an appropriate **Archive User Type** from this dropdown list (e.g., "Former Student," "Terminated Staff," "Account Closed"). You must have created [user types](#) for this purpose if you want to see them in the drop down list.
 3. Click the **Archive User** button.
 4. Click **OK** on the confirmation pop-up to finalize the archiving process.
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Best Practices & Considerations

- **Data Integrity:** Disabling or archiving an account is the best practice instead of attempting to delete a user. User accounts often have associated historical data (permits, violations, payments, login history), and direct deletion would compromise data integrity and historical reporting.
 - **Permissions:** Remember that a disabled or archived user account retains its assigned roles and permissions for reporting purposes, even though the user can no longer act on them.
 - **Reversibility:** Disabling an account is typically reversible. You can reactivate an account by re-checking the **Allow user to login and mark account as active** checkbox in their profile.
 - **Archive Types:** Utilize different "Archive User Types" to categorize why an account was disabled (e.g., account closed, left organization, temporary suspension). This can be valuable for internal auditing and future reference.
 - **Communication:** Ensure clear internal communication within your organization regarding the process for disabling/archiving user accounts and the reasons behind it.
 - **Security:** Disabling accounts promptly when a user's access is no longer required is a critical security measure to prevent unauthorized access.
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Revision #3

Created 30 April 2024 08:36:37

Updated 26 June 2025 09:49:35 by Shannon Jones