

# Archiving or Disabling a User

## Archive Process

Locate the User you wish to edit/update by searching for a user. Click on the **Username** and the **Profile Dashboard** will display for that user.

On the top right-hand corner you will see the name of the user that changes will be applied to.

**Profile** Lockers Vehicles Parking Payments History Incident History **Doe, John (johndoe)**

**People Alarm**  
Wanted for Questioning in Incident 123456 As she is a person of interest. On this fourteenth day September

**Basic Profile Information** [Edit](#)

<b>Enabled</b>	Yes
<b>User Directory</b>	OPSCOM
<b>User Type</b>	Full Time Staff
<b>User Type</b>	Full Time Staff
<b>Username</b>	johndoe
<b>Name</b>	John Theodore Doe
<b>Email Address</b>	noreply@tomahawk.ca
<b>Auto Login Address</b>	<a href="#">Login as user</a>

**Active Address**

<b>Address</b>	213 Fake Street
<b>City</b>	Incognito
<b>Province</b>	Ontario
<b>Postal Code</b>	k7c2v3

**Vehicles** [Edit](#)

Status	Plate	Type	Province	Make	Year
Active	ABC316	Passenger	Ontario	Acura	2014

**User Notes** ?

**Justin @ Tomahawk** > TEST Apr 23, 2019 @ 2:15 pm

**Tomahawk** > 05/18 Tester Notes - Cash Subscription, Monthly 1805 allocation, Permit #501, no company May 18, 2018 @ 2:03 pm

[Add Note](#)

Click the **Edit** button on the **Basic Profile Information** bar or click the **Profile** dropdown and click **Edit Profile Information**.

The **Edit User Profile** screen is displayed.

# Disable User Account

Disable the **Allow user to login and mark account as active** checkbox.

Click the **Submit Registration Information for Processing** button at the bottom of the page.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History Doe, John (johndoe)

### Edit User Profile

--- Archive Type --- ▾ Archive User ?

#### Personal Information

**Allow user login and mark account as active**  
**Account is Currently Disabled**

? User Type: Full Time Staff ▾  
? Locker User Type: Full Time Staff ▾  
Username: johndoe [🔒]  
Email Address: noreply@tomahawk.ca  
Password: [🔒]  
Leave this blank to keep the existing password.

Salutation: ▾  
First Name: John  
Middle Name: Theodore  
Last Name: Doe

Permanent Mailing Address: 213 Fake Street

**No Aliases** ?  
[Edit Aliases](#)

People Alarm  
 Licence Plate Alarm  
Wanted for Questioning in Incident  
123456 As she is a person of interest.

Click the **Information Correct** button to submit the change.

# Archive User Account

Follow the steps above to locate and disable a user. Now choose an **Archive User Type** from the **Archive Type** dropdown list.

Click the **Archive User** button and click **OK** on the confirmation pop-up.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History Quinn, Julia (JQuinn)

### Edit User Profile

--- Archive Type --- ▾ **Archive User** ?

#### Personal Information

**Allow user login and mark account as active**  
**Account is Currently Disabled**

? User Type: Full Time Student ▾  
? Locker User Type: User ▾  
Username: **JQuinn**  
Email Address: Julia.Quinn@hotmail.com [🔒]  
Password: [🔒]  
Leave this blank to keep the existing password.

Salutation: Mrs. ▾

**No Aliases** ?

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