

# 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

|                    |                     |
|--------------------|---------------------|
| Enabled            | Yes                 |
| User Directory     | OPSCOM              |
| User Type          | Full Time Staff     |
| User Type          | Full Time Staff     |
| Username           | johndoe             |
| Name               | John Theodore Doe   |
| Email Address      | noreply@tomahawk.ca |
| Auto Login Address | Login as user ?     |

Active Address

|             |                 |
|-------------|-----------------|
| Address     | 213 Fake Street |
| City        | Incognito       |
| Province    | Ontario         |
| Postal Code | k7c2v3          |

Vehicles

Edit

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

User Notes ?

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

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

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 [id]  
Email Address: noreply@tomahawk.ca  
Password: [password] [id]  
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 [id]  
Password: [password] [id]  
Leave this blank to keep the existing password.

Salutation: Mrs. ▾

**No Aliases** ?

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Revision #2

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