

# 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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