

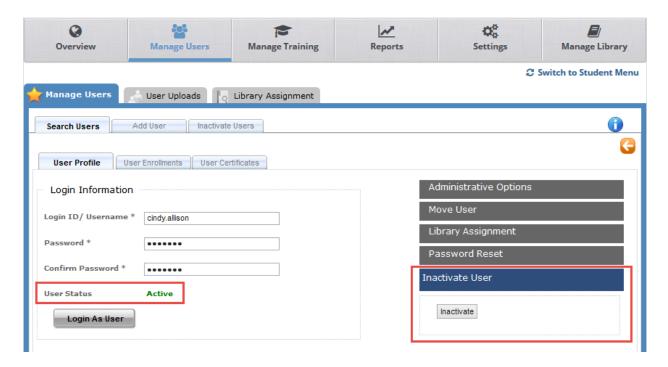
## **Inactive User Function:**

## LMS USER GUIDE

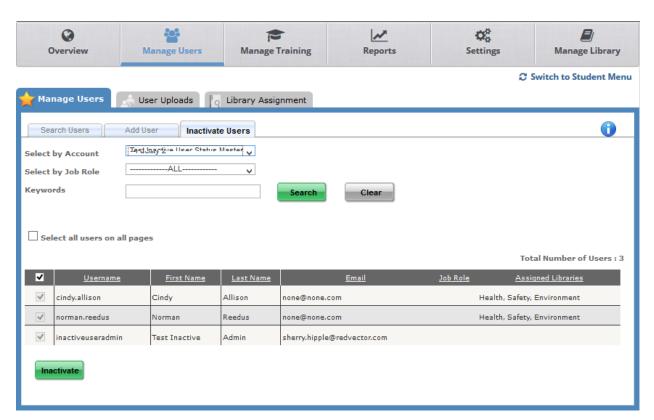


## 1. Managers can now inactivate a user in the following ways:

a. Individually, using the "Inactivate" button in the Inactivate User section

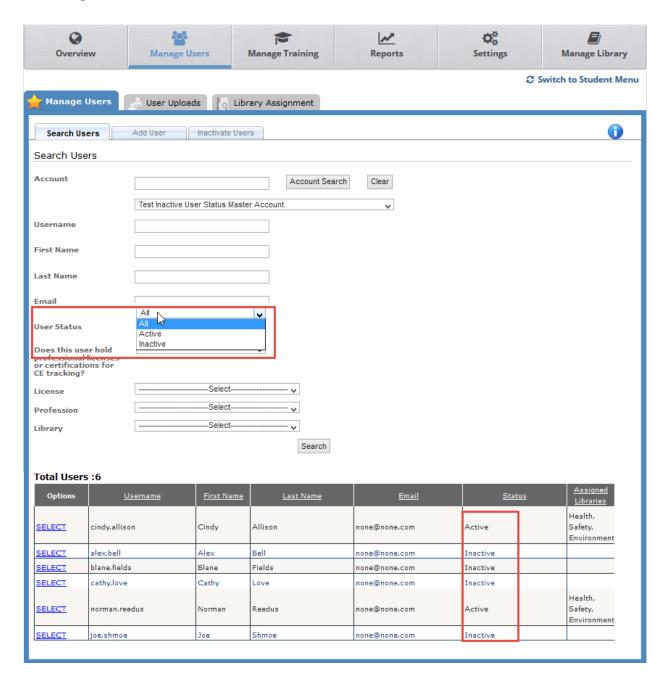


b. In bulk, using the Inactivate Users tab



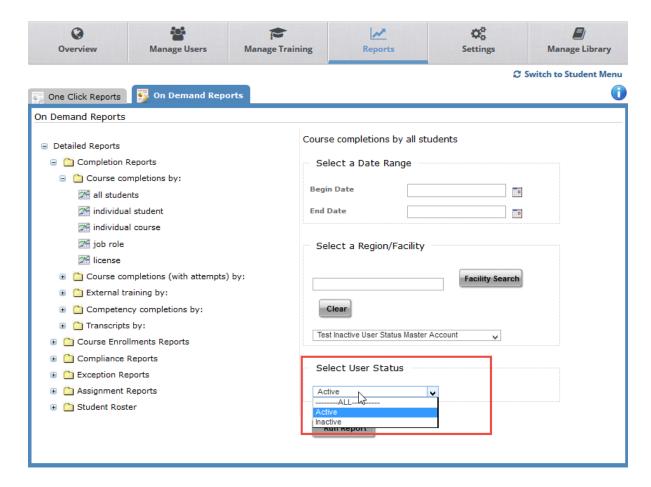


2. Managers will be able to search for and view details on users that have been inactivated:





3. Managers will be able to pull reports containing / against inactive users:



4. Once inactivated, a user will only have access to print and/or email his or her certificates:

