Allied Financial Software Knowledgebase

Inactivating ACT! Users

How can I inactivate users of my ACT! database?

When you make an ACT! user inactive, that user will not be able to login to ACT!. You can creatively manage the number of ACT! licenses and users by temporarily inactivating users, thereby allowing another user to access ACT!.

Follow the instructions below to inactivate an user in ACT!.

1. From the Tools menu, select Manage Users

2. Manage Users dialog box will pop up displaying the entire ACT! users. Select the users to be inactivated

3. Use Edit User Information link in the left panel of this dialog box. Press Next button

4. Specify Access dialog box will be displayed. In Logon Access area, select Inactive User is not allowed to log on to the database option

5. Use Finish button to save the changes and close the screen

http://kb.actforadvisors.com/questions.php?questionid=19