

## Suspending a user

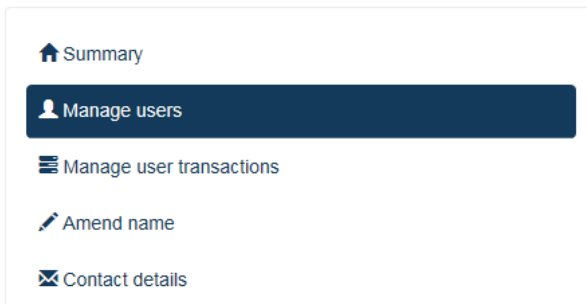
1. All **Accounts** are displayed on the home screen as follows:

Accounts

1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on the required account.
3. Click on the **Manage users** menu as follows:



4. Click on the **Update** button of the required user to edit, as follows:

Manage users

	Username	User	Email	Start date	Suspended	Functions
<input type="button" value="Update"/>	fredt	Fred Test	fred@example.com.au	12/04/2017	<input type="checkbox"/>	Account administrator, Banking details, Contact details, View history, Manage registration, Communications, View all transactions, View invoices, Land Tax search, Pay invoice
<input type="button" value="Update"/>	Meggsie	Meggsie Meg	meggsie@example.com.au	08/06/2017	<input type="checkbox"/>	Banking details, Contact details, View history, Manage registration, Communications, View all transactions, View invoices, Land Tax search, Pay invoice

5. Click on the **Suspended** checkbox as follows:

Edit user - Fred Test

**Suspended**

Function	Start date
<input type="checkbox"/> Account administrator ⓘ	21/06/2017 *
<input type="checkbox"/> Banking details ⓘ	21/06/2017 *

6. Click on the **Update** button as follows:

**Suspended**

7. The user is now displayed as **Suspended** as follows:

	Username	User	Email	Start date	Suspended	Functions
<input type="button" value="Update"/>	fredt	Fred Test	fred@example.com.au	12/04/2017	<input checked="" type="checkbox"/>	Account administrator, Banking details, Contact details, View history, Manage registration, Communications, View all transactions, View invoices, Land Tax search, Pay invoice
<input type="button" value="Update"/>	Meggsie	Meggsie Meg	meggsie@example.com.au	08/06/2017	<input type="checkbox"/>	Banking details, Contact details, View history, Manage registration, Communications, View all transactions, View invoices, Land Tax search, Pay invoice