Suspending User Accounts

You can suspend a user account to retain important assessment-related associations for closed assessments. You can choose to deactivate users one by one or many at once.

Note the following behavior when deactivating users one by one:

- If the user has not performed any activities, a message to provide your confirmation to deactivate the user appears.

- If the user has performed more or less activities, a message listing the objects owned by the user including any kind of activities the user has performed, with a confirmation to deactivate the user appears.

Note the following behavior when deactivating multiple users at once:

- A message appears without listing any underlying objects owned by the users, but displays the users who can be deactivated. In addition, it is recommended deactivating the users one by one to become aware of any underlying objects owned by the users.

To suspend multiple user accounts at a time:

1. In the Administration application, go to **Users** > **Users**.

2. Select a user and then select **Deactivate** in the More Actions... drop-down list.

3. When a confirmation box appears asking you whether to deactivate the user, then click **OK**. The icon next to user is grayed out.

To suspend user accounts one by one:

1. Select the user and click **Details**.

2. On the **Information** tab, click **Edit**.

3. Clear the box next to Allow user to access RiskVision field. The icon next to the user is grayed out.

4. Click **Save**.

The account is immediately suspended. If the user is logged in, their session is terminated.