Suspending a user account

You can suspend a user account to prevent them from logging into the RiskVision solution .

To suspend or activate an account:

1. Log in using the vendor administrator account.

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

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

4. Click **General**.

5. Click **Edit**.

6. Change Active to **No**.

   To reactivate the account select Yes.

7. Click **Save**.

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