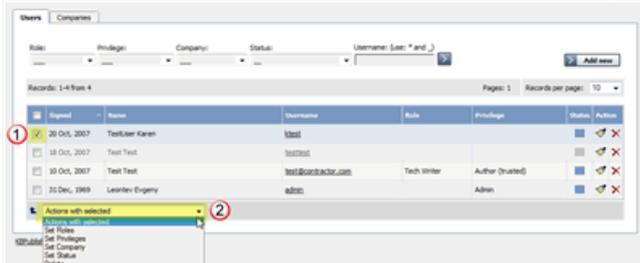


How to Change User Status

There are two ways to change the status of a user.

The quickest way allows you to update the status of more than one user at the same time.

- Click on the **Users** menu
- Check the box to the left of the user or users you wish to change
- Choose **Set Status** from the **Actions with selected** drop down box



- This brings up another drop down box with a list of statuses to choose from
- Select the status you wish to change to
- Click **OK**
- You will be asked if you really want to change the status. Click **OK** to confirm.

The other way to change the status of the user is to:

- Click on the **Users** menu
- Click on the paintbrush under **Actions** to **edit** the user
- Change the **Status**
- Click **OK**.

This second method only allows you to change the status of one user at a time.

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