


Deactivating a Person and Locking a User's Account


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Deactivating a User Account

When a user has left the organization or is no longer a Novari user, you can deactivate the user's account. The deactivated user is no longer searchable in any Novari Health product. Once deactivated, you can subsequently activate the account.

 Test MB

Deactivate


 Test MB

Activate


⊖ This person is deactivated. They will not be searchable in any Novari Health product. If applicable, lock the account to prevent the user from signing in.

Locking a User Account

If a user has an account, you can lock the account to stop the user from signing in. Once locked, you can subsequently unlock the account. Generally, when an account is locked it remains locked; however, if a user goes on an extended leave of absence, for example a maternity leave, you would active their account upon their return.

 Account

Lock Account

 Account

Unlock Account

⊖ This account is locked. The user cannot sign in unless the account is unlocked.