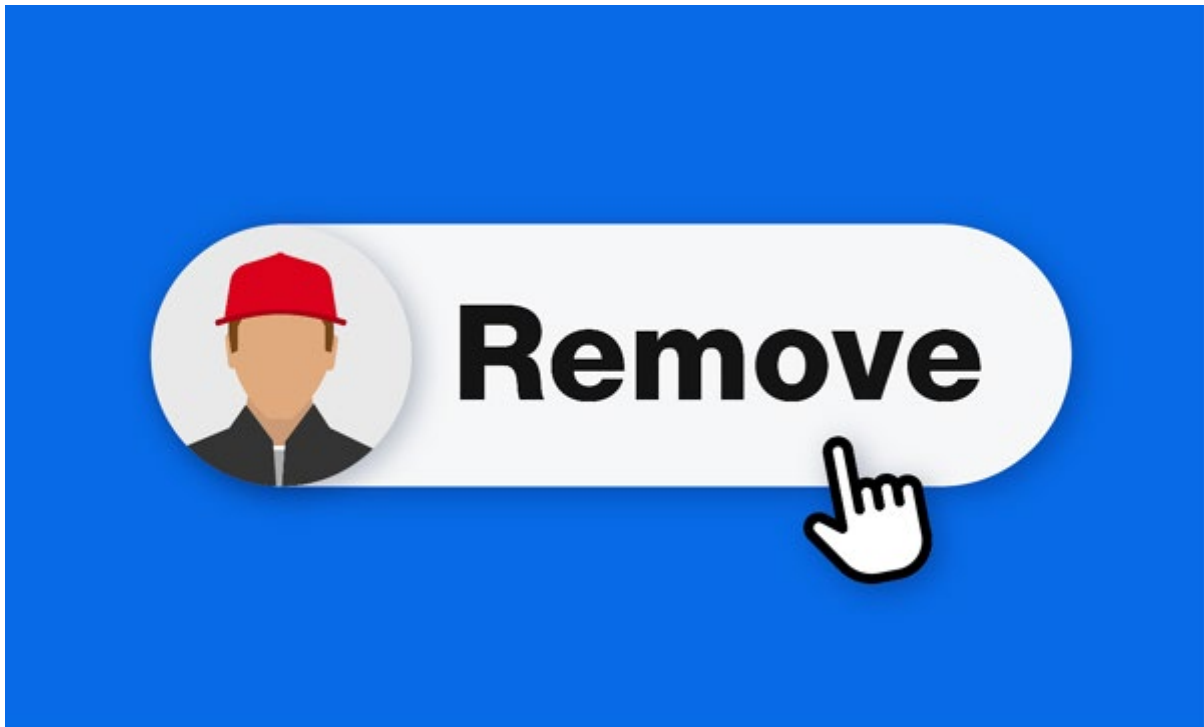


# Removing a Multi-User Team Member

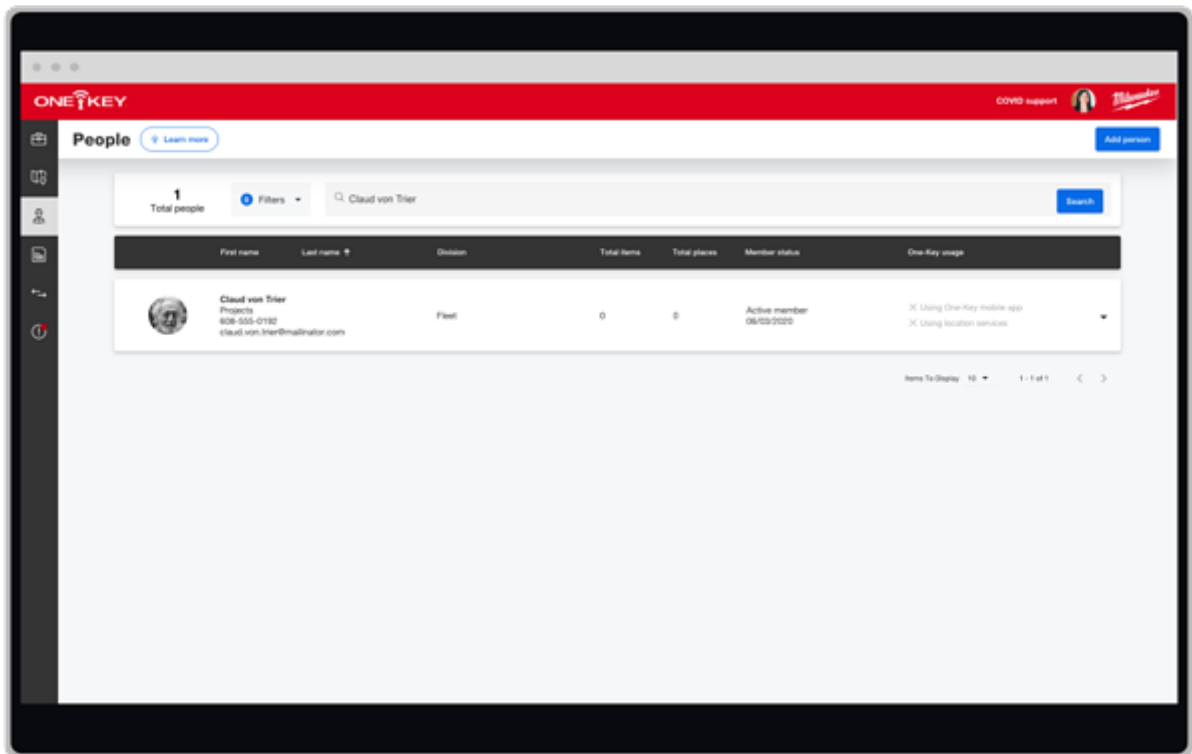
Whether they've parted ways or no longer need access to your account, here's what you need to know about removing a Multi-User member who's no longer associated with your ONE-KEY™ account.



In this article, we'll show you how to remove a team member who's no longer associated with your One-Key account.

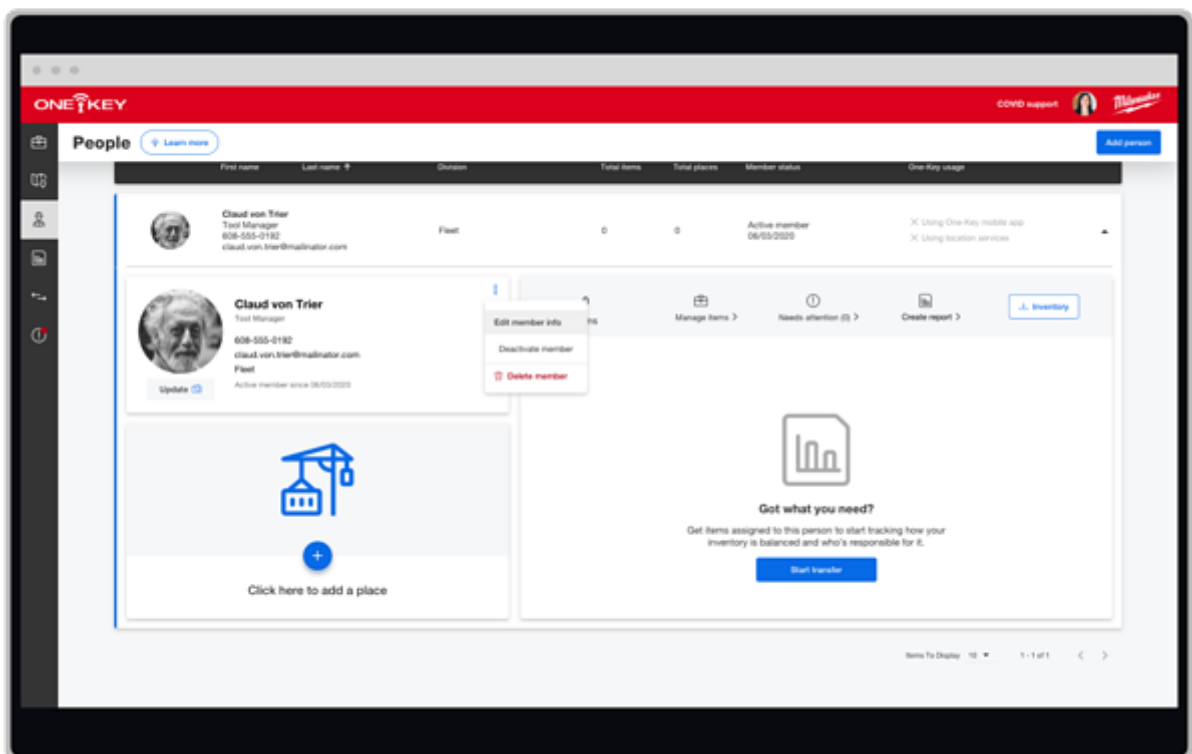
## Get Started by Launching One-Key on Your Web Browser

- Log in to [One-Key](#) using your web browser.
- Inventory Dashboard will load by default. Select **"People."**
- Your team will load. Find the person whose role you'd like to change by scrolling or using the Search Bar.



## Open Your Team Member's Info Card

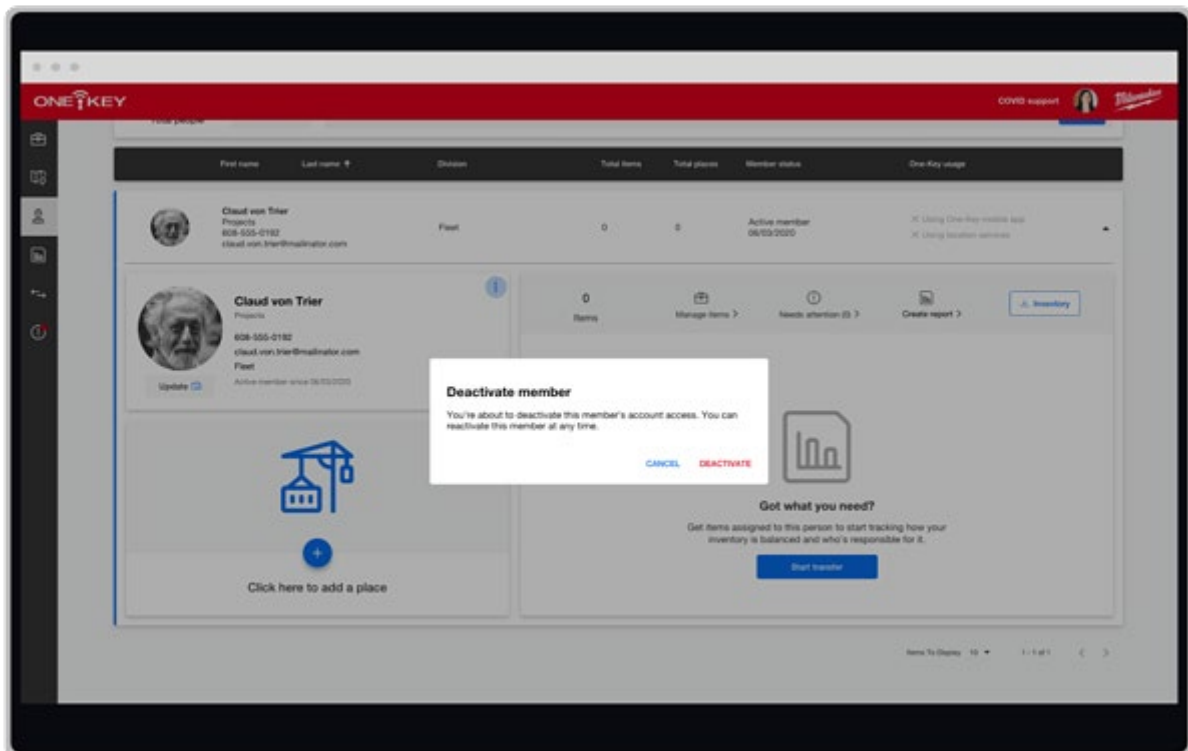
- Once you've found the team member whose role you'd like to change, you'll open their info card.



Select the overflow icon, then **“Edit member info.”**

## Deactivate or Delete Member

- You’ll have the option to **“Deactivate member”** or **“Delete member.”**
- Select **“Deactivate member”** if you want to temporarily revoke a team member’s access to your One-Key account.



- If **“Deactivate member”** is selected, your team member will no longer have access to One-Key and their **“deactivated”** status will be reflected in their info card.




**Claud von Trier**

Projects

608-555-0192

claud.von.trier@mailinator.com

Fleet

Update 

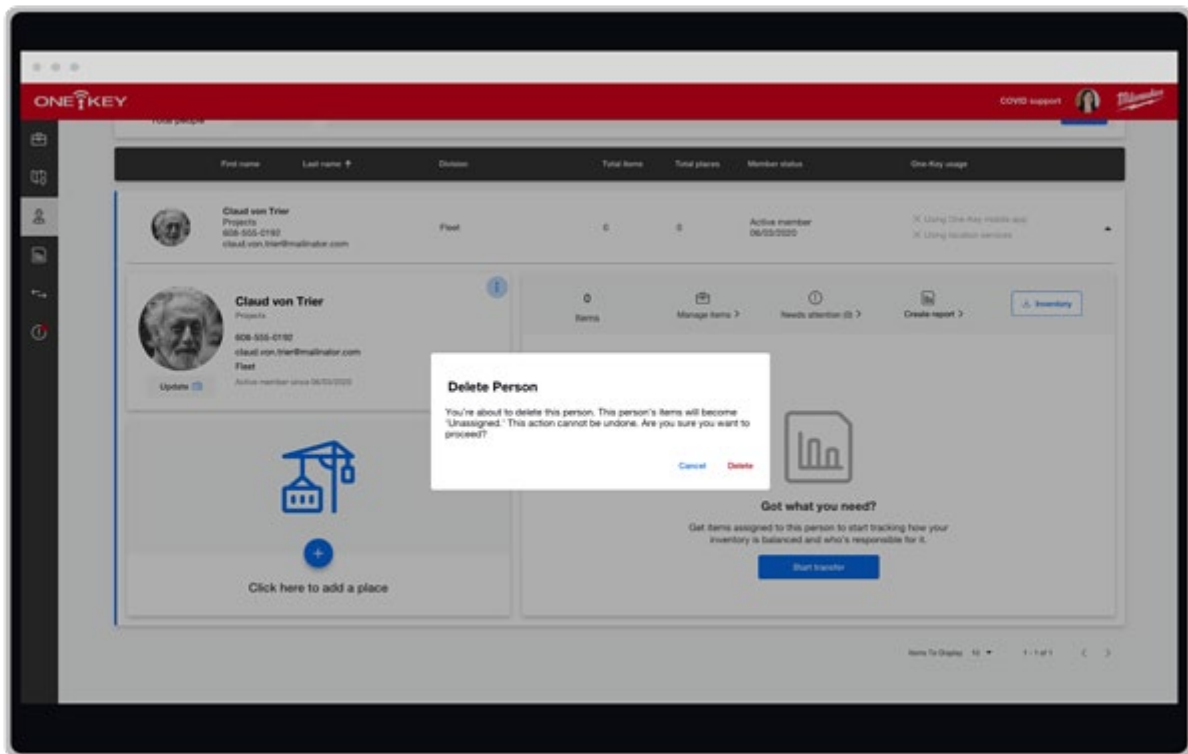
Member deactivated on 06/03/2020 

[Reactivate](#)



Click here to add a place

- You can “**Reactivate**” at a later date and reinstate this team member’s access to your account at this point, or you can permanently delete them from your account.
- You’ll select “**Delete member**” if you want to permanently remove your team member from your account.



- Keep in mind that, if your team member is assigned to inventory and you haven't reassigned their items, these will become '**unassigned**' items and visibility to them may be hampered if you have a large inventory. We recommend [reassigning](#) your items from team members who you intend to delete.
- Additionally, once you've permanently removed a team member, if that team member requests that their data is also deleted, you can '[hard delete](#)' them on their request.

Whether you select “**Deactivate member**” or “**Delete member**,” this team member will no longer be associated with your One-Key account. In either case, your member will receive an email notification of their revoked access.

You now know how to remove a team member who's no longer associated with your One-Key account —whether temporarily or permanently.