## **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<sup>™</sup> 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 <u>One-Key</u> 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.

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## **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.

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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.

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•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.



- •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 <u>reassigning</u> 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 '<u>hard delete</u>' them on their request.

Whether you select "**Deactivate member**" or "**Delete member**," this team member will 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.