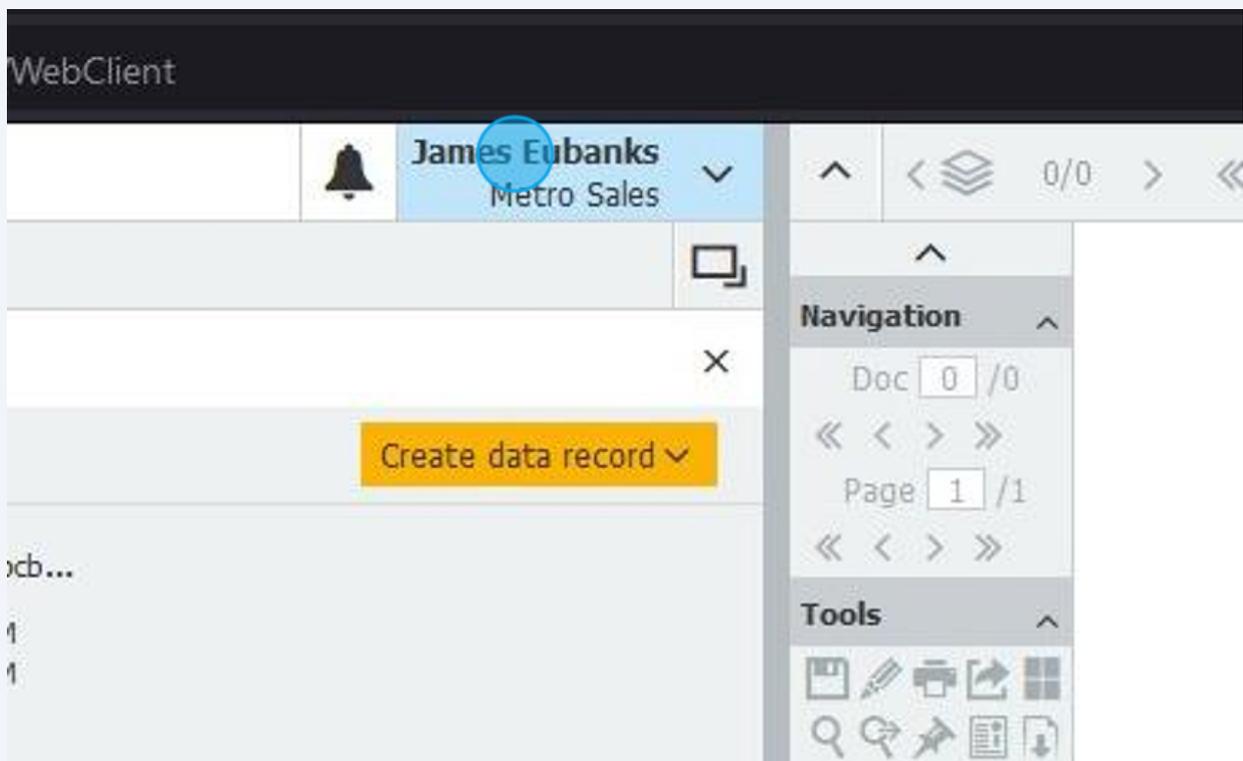


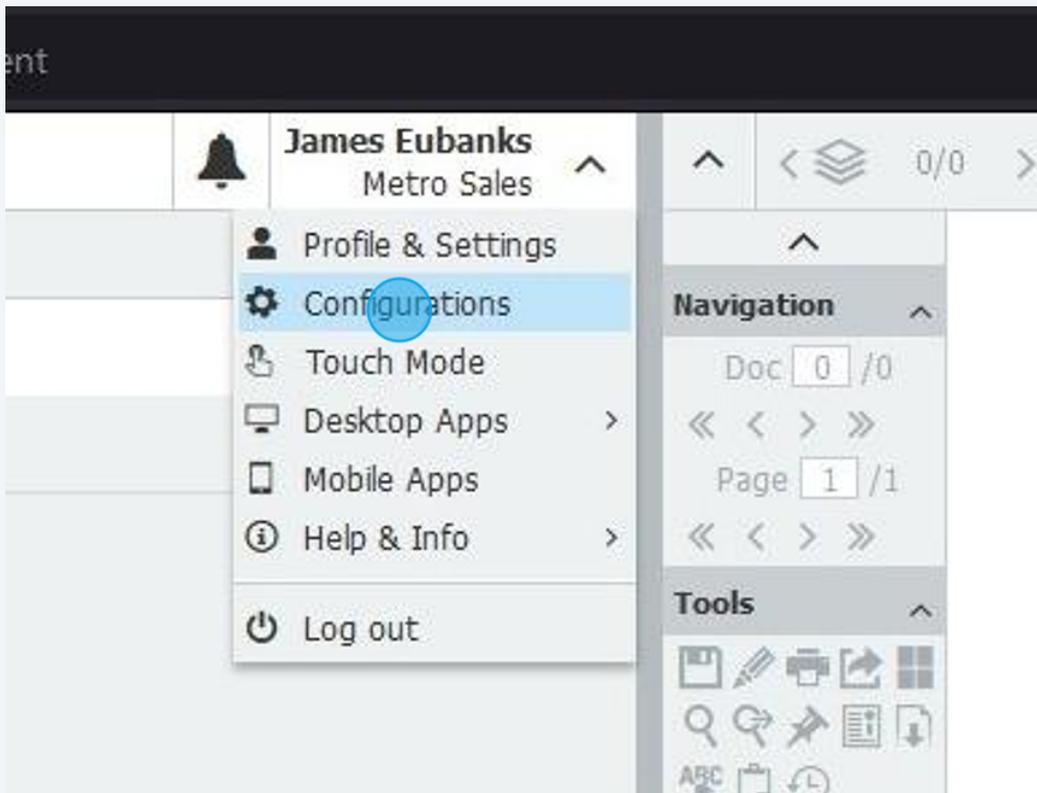
# Deactivating and Removing License for User

This guide provides step-by-step instructions on how to deactivate and remove a license for a user in order to prevent them from accessing DocuWare. Following these steps will help maintain the audit trail and workflows, ensuring a smooth experience for other users.

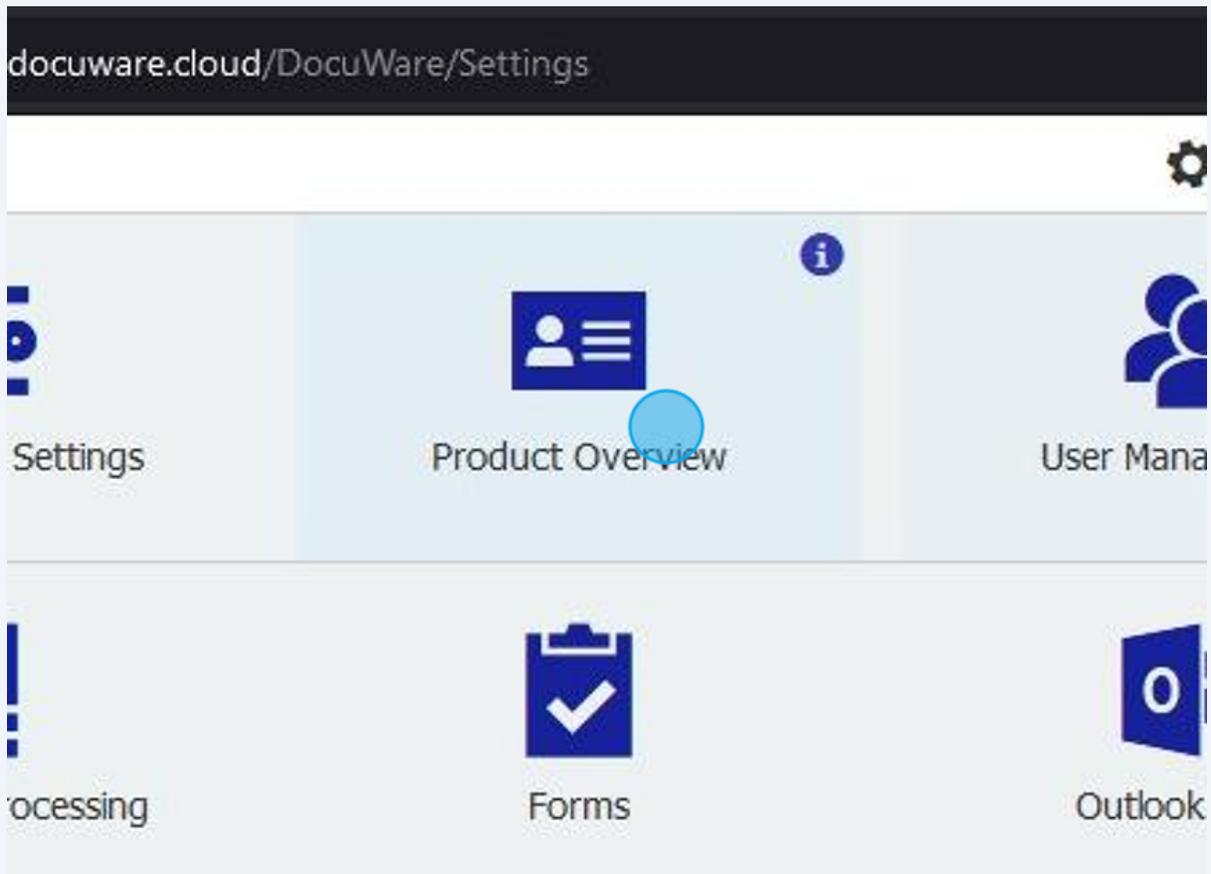
- 1 Click on your name in the upper center of the page



2 Click Configurations



**3** Click Product Overview



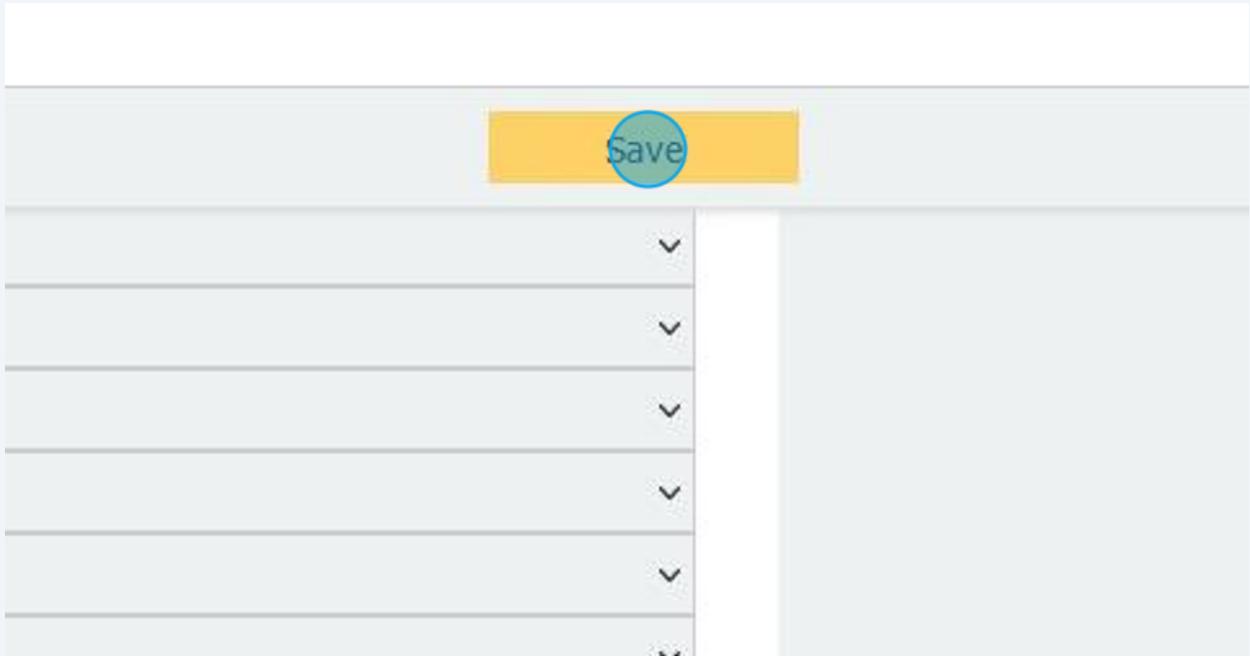
**4** Click on the licensed user you are removing

License 50	None
License 51	None
License 52	None
License 53	None
License 54	None
License 55	None
License 56	None
License 57	yadjadohoun
License 58	None
License 59	None
License 60	None
License 61	None
License 62	None
License 63	None
License 64	None

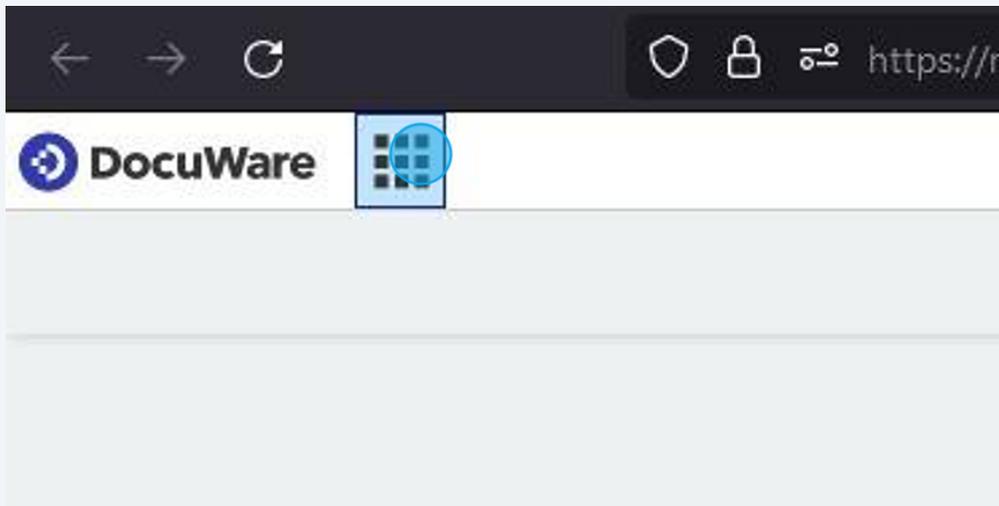
**5** Click "None"

License 51	None
License 52	None
License 53	None
License 54	None
License 55	None
License 56	None
License 57	yadjadohoun
License 58	None
License 59	yadjadohoun
License 60	afurst
License 61	acooper
License 62	aforsline
License 63	arien
License 64	ykeim
License 64	jwipper
License 65	None

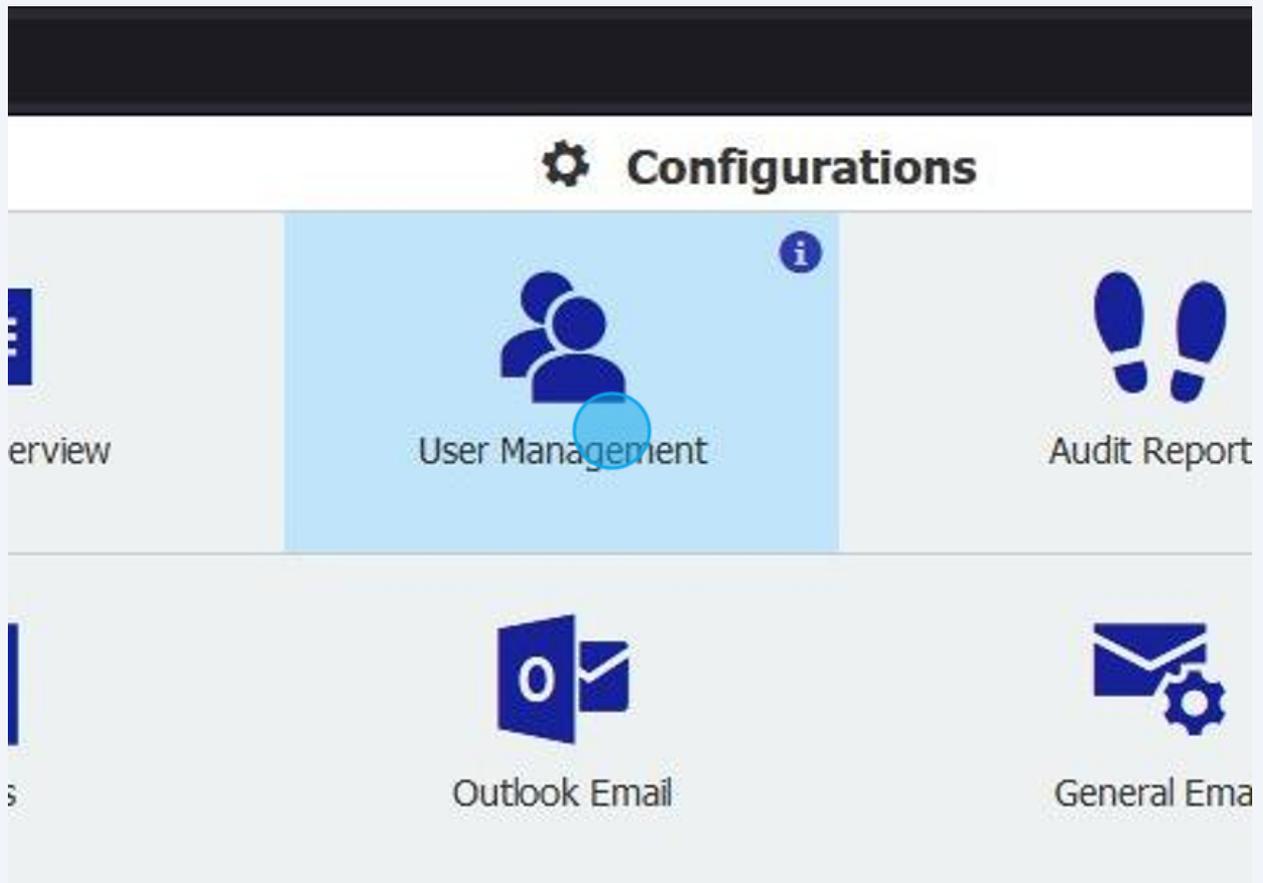
6 Click "Save"



7 Click the waffle in the upper left to go back to the main configurations screen



8 Click User Management



Deactivating the user and removing the license prevents them from being able to access DocuWare while maintaining the audit trail and workflows to prevent issues for other users.

9 Click the checkbox to deactivate the user

ps	Roles	Function Profiles
<input type="text" value="Filter"/>		
Locked	Active	Roles/Groups
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	