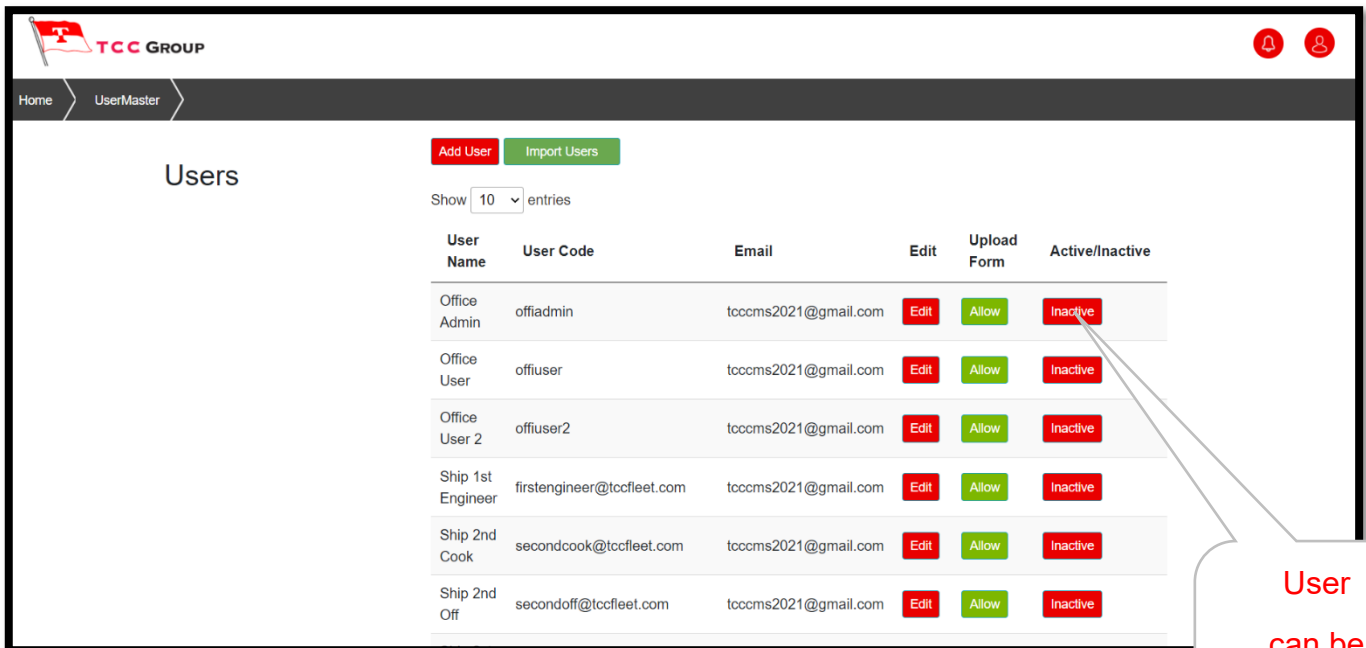


## How to inactivate a user?

User can be inactivated by clicking the inactivate button as shown below:



The screenshot displays the TCC GROUP UserMaster interface. At the top, there is a navigation bar with 'Home' and 'UserMaster' tabs. Below the navigation bar, the title 'Users' is visible. To the right of the title, there are two buttons: 'Add User' (red) and 'Import Users' (green). Below these buttons, there is a 'Show' dropdown menu set to '10' and the text 'entries'. The main content area contains a table with the following columns: 'User Name', 'User Code', 'Email', 'Edit', 'Upload Form', and 'Active/Inactive'. The table lists six users: 'Office Admin', 'Office User', 'Office User 2', 'Ship 1st Engineer', 'Ship 2nd Cook', and 'Ship 2nd Off'. Each user row has an 'Edit' button (red), an 'Allow' button (green), and an 'Inactive' button (red). A callout box points to the 'Inactive' button for the 'Office Admin' user, with the text: 'User can be inactivated by clicking this button.'

User Name	User Code	Email	Edit	Upload Form	Active/Inactive
Office Admin	offiadmin	tcccms2021@gmail.com	Edit	Allow	Inactive
Office User	offiuser	tcccms2021@gmail.com	Edit	Allow	Inactive
Office User 2	offiuser2	tcccms2021@gmail.com	Edit	Allow	Inactive
Ship 1st Engineer	firstengineer@tccfleet.com	tcccms2021@gmail.com	Edit	Allow	Inactive
Ship 2nd Cook	secondcook@tccfleet.com	tcccms2021@gmail.com	Edit	Allow	Inactive
Ship 2nd Off	secondoff@tccfleet.com	tcccms2021@gmail.com	Edit	Allow	Inactive