# Workflow: Disabling Users Based on Inactivity

WARNING: This workflow can disable administrative accounts that are not active. Modify the workflow if you need to exclude an administrator account. It is recommended to ensure that your admin accounts required, that may not often be used, be excluded before enabling this workflow.

Installation

This BPMN file needs to be uploaded to the workflow area under settings in the Data Governance Center.
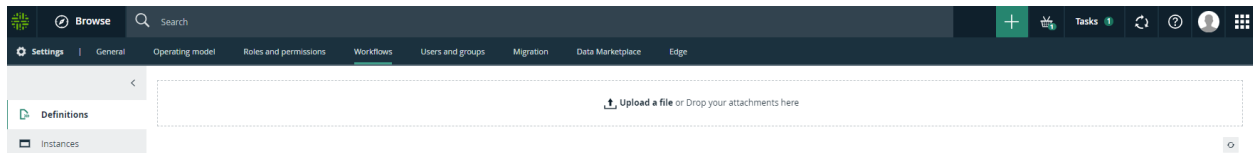
Features

Every day at 0200 hours, a workflow runs to determine the inactive users who have not accessed Collibra over the last 35 days.

The OOTB administration user with the ID of 00000000-0000-0000-0000-000000900002 is excluded. To exclude a different admin user, change the ID value in the BPMN form.

This is the diagram showing the workflow definition.