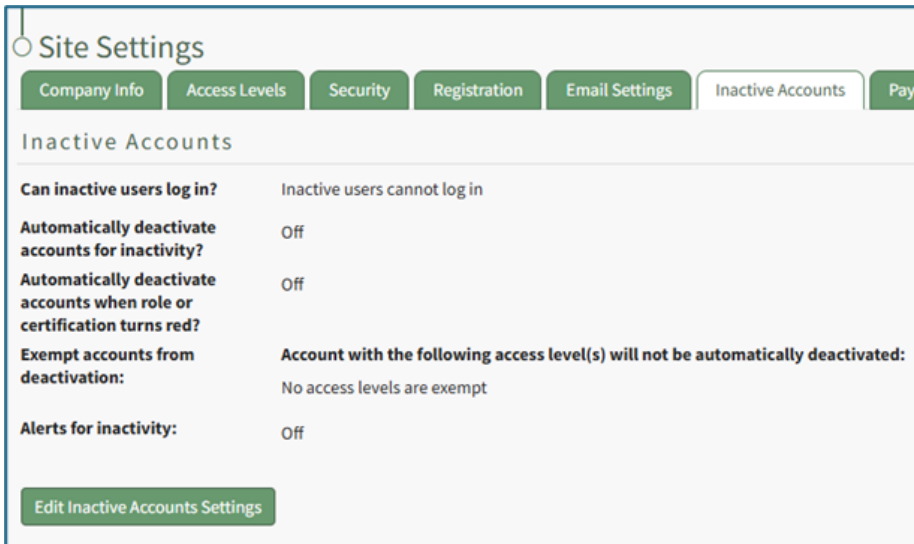


Inactive Accounts Tab

The Inactive Accounts Tab on the Site Settings page allows for customization regarding inactive users. Default system settings prevent inactive users from logging in, prevent user accounts from being automatically deactivated for inactivity, prevent user accounts from being automatically deactivated when certification / role requirements are expired/no longer valid (e.g. red certification status), do not exempt access levels from account deactivation, and has inactivity alerts disabled.



The screenshot shows the 'Site Settings' interface with the 'Inactive Accounts' tab selected. The settings are as follows:

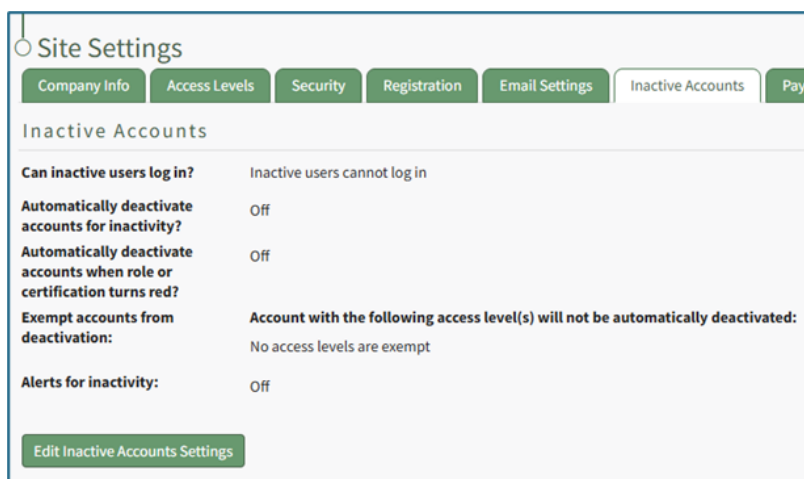
Setting	Value
Can inactive users log in?	Inactive users cannot log in
Automatically deactivate accounts for inactivity?	Off
Automatically deactivate accounts when role or certification turns red?	Off
Exempt accounts from deactivation:	Account with the following access level(s) will not be automatically deactivated: No access levels are exempt
Alerts for inactivity:	Off

[Edit Inactive Accounts Settings](#)

All default settings can be altered on the Inactive Accounts Tab.

How To: Edit Inactive Account Settings

To edit inactive account settings, go to the Inactive Accounts Tab in the Site Settings Module.



This screenshot is identical to the one above, showing the 'Site Settings' interface with the 'Inactive Accounts' tab selected. The settings are as follows:

Setting	Value
Can inactive users log in?	Inactive users cannot log in
Automatically deactivate accounts for inactivity?	Off
Automatically deactivate accounts when role or certification turns red?	Off
Exempt accounts from deactivation:	Account with the following access level(s) will not be automatically deactivated: No access levels are exempt
Alerts for inactivity:	Off

[Edit Inactive Accounts Settings](#)

Select the “Edit Inactive Accounts Settings” button, opening the editable Inactive Accounts Page.

To allow inactive users to reactivate their account by logging in, select the checkbox to the right of “Can inactive users log in?”.

To automatically deactivate accounts that have been inactive for a customizable period, select the checkbox to the right of “Automatically deactivate accounts for inactivity?” Enter the selected numerical value into the textbox and select the units (days, weeks, months, or years) from the dropdown menu.

Accounts are checked for inactivity every 24 hours.



To deactivate an account when a role or certification turns red, select the checkbox to the right of “Automatically deactivate accounts when role or certification turns red?” Select the “Add a Deactivation Rule” button, opening the Add Account Deactivation Rule Modal.

Establish the parameters for the account deactivation role by selecting a role/certification from the dropdown menu that opens when you put the cursor in the textbox. You can choose multiple roles / certifications per rule. Specify the time period after a role/certification turns red for the system to deactivate the account by inputting a numerical value into the textbox, and then select the units (days, weeks, months, or years) from the dropdown menu.

Accounts are checked for inactivity every 24 hours.

Click “Cancel” to return to the editable Inactive Accounts Page without creating a new rule. Select “Save’ and the new deactivation rule will show in the editable Inactive Accounts Page.

Automatically deactivate accounts when role or certification turns red? Deactivate accounts when a role or certification turns red according to the following rules:


Deactivate account if the following role(s) or certification(s) are red for at least **4 months**  

Role: Southeastern Bank of Western North Dakota Auditor Compliance Officer


The Pencil Icon opens the deactivation rule for editing. The X icon will delete the rule.

To exempt users from being deactivated based on access levels, select which access levels should be exempt from automatic deactivation from the dropdown menu.

To send alerts to users before their account is deactivated, select the checkbox to the right of "Alerts for inactivity." Select the "Add a Warning Rule" button to add alert parameters, opening the Add Deactivation Warning Rule Modal.



Add Deactivation Warning Rule 

Send warning when account will be deactivated in:

Day(s) 

Specify how far in advance of deactivation an alert should be sent by inputting a numerical value into the textbox, and then select the units (days, weeks, months, or years) from the dropdown menu. Click "Cancel" to return to the editable Inactive Accounts Page without creating a new warning rule. Select "Save" and the new deactivation warning rule will show in the editable Inactive Accounts Page.

Alerts for inactivity: Send alerts to users before their account is deactivated according to the following rules:

Send warning if account will be deactivated in **1 weeks**  

The Pencil Icon opens the deactivation rule for editing. The X icon will delete the rule.

Click "Cancel" to return to the Inactive Accounts Tab without making any changes.

Select the "Save" button. The changes made and saved are now reflected on the Email Settings Tab.

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