

## How do I inactivate a user?

For security purposes, we recommend that you inactivate a user account when the user leaves your organization. ResMed ReSupply™ saves the account history for audit purposes. Tasks are never assigned to a specific user within ResMed ReSupply, so there's no risk of having uncompleted tasks.

## Step-by-step instructions

### Inactivate a user

1. From the **Administration** menu, select **Users**.
2. From the **Name** column, click the name of the user.
3. At the bottom of the page, click **Edit**.
4. From the **Status** section, select **Inactive**.
5. To confirm, click **Yes**.
6. To save your changes, click **Update**.