

User management and access control

Can I delete or deactivate a user's account?

It is not possible to completely delete a user. A user can only be deactivated by Owner or Admin.

To do this, open 'User Management' and click on 'More actions' button.

Then, select 'Deactivate user' and confirm the action.

Manage Location Access

User type

User Status

User accounts

Active

For most organizations, it's only necessary to create personal user accounts for those who require access to administer the SDS Library. If your company has multiple sites or departments (locations), you can add users with admin roles to manage the SDS library at their specific location(s).

For users of chemicals that only need read-only access to Safety Data Sheet information, we recommend that you give them access using [QR-codes or link from your corporate intranet](#).

If your company policy prohibits access to SDS via QR codes, create read-only accounts for each employee or utilize our single-sign-on feature.

Search for user

+ Add QR-login user

+ Add user

| Name | Email address | Role | Language | Access to all SDSs | QR login | Preview | Status |
|-------------------|---------------|-------|------------|--------------------|----------|---------|--------|
| <div>n</div> Na | na | Owner | English | | | | |
| <div>w</div> Will | | Staff | Vietnamese | | | | Active |
| <div>o</div> Om | | Staff | Vietnamese | | | | |
| <div>a</div> Ad | | Staff | Vietnamese | | | | |

Allow user to sign in using a QR code

Edit user access

Deactivate user

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Author: n/a

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