

How to Replace User by Another

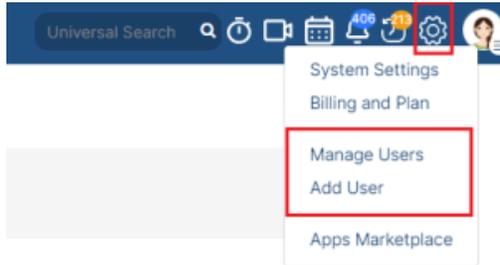
Objectives

- Replace the user with another user's license.

Steps

In LEXZUR, replacing one user with another and redistributing licenses is a straightforward process.

Begin by deactivating the user who needs to be replaced. To do so, navigate to the **Manage Users** page from the settings icon in the navigation menu.



From the action wheel next to the user that you need to deactivate, click on Activate/Deactivate.

Customer Number : 4064

ID	First Name	Last Name
U23	Jason	Robinson
	Caroline	Mrawed
	Soheir	Zarzour
	James	Scott
	Elise	Khulman
	Victor	Stapleton
U10	Fred	Morrison
U8	Anastasia	Katts

As you do so, you'll observe a decrease in the licenses allotted for either the core or contra functionalities. This creates room for the new user to step in. By adding the new user and assigning them the freed-up license, the transition is efficiently executed.

However, the admin should always make sure of the total number of purchased and used licenses for either core or contract within the instance.

For example, if the total number of licenses is 10 and the number of current users is 9, the system admin can still add 1 additional user.

The number of licenses purchased for "Core" is (10) and the number of licenses used is (9)
The number of licenses purchased for "Contra" is (10) and the number of licenses used is (10)

Customer Number : 7691

Users

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Actions ▾

ID	First Name	Last Name	Email	User Code	User Group	Status	Type	Seniority level	Teams
U22	Peter	Young	petryoung@gmail.com	UC22	User	Active	Both	Executive	

It's important to note that deactivating a user doesn't mean to delete them permanently. This means that if the need arises, you can reactivate the user at any point, ensuring flexibility and adaptability in managing your user base.

 [Learn more about managing users and licenses here.](#)

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!