

Removing a Users SedonaWeb Legacy Access

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Step#1 Open account you want to deactivated from Sedona Web 1.0.

You will de-activate the user, by right clicking on the contact and click Edit.

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Step#2 You will put a check mark next to Inactivate Web Login

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Step#3 You will click on Inactive check box, you will click on save and a box will pop up to note your change. If you notice on the right side Inactive = Y , this this contact is Inactive or Unregistered for Web access

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