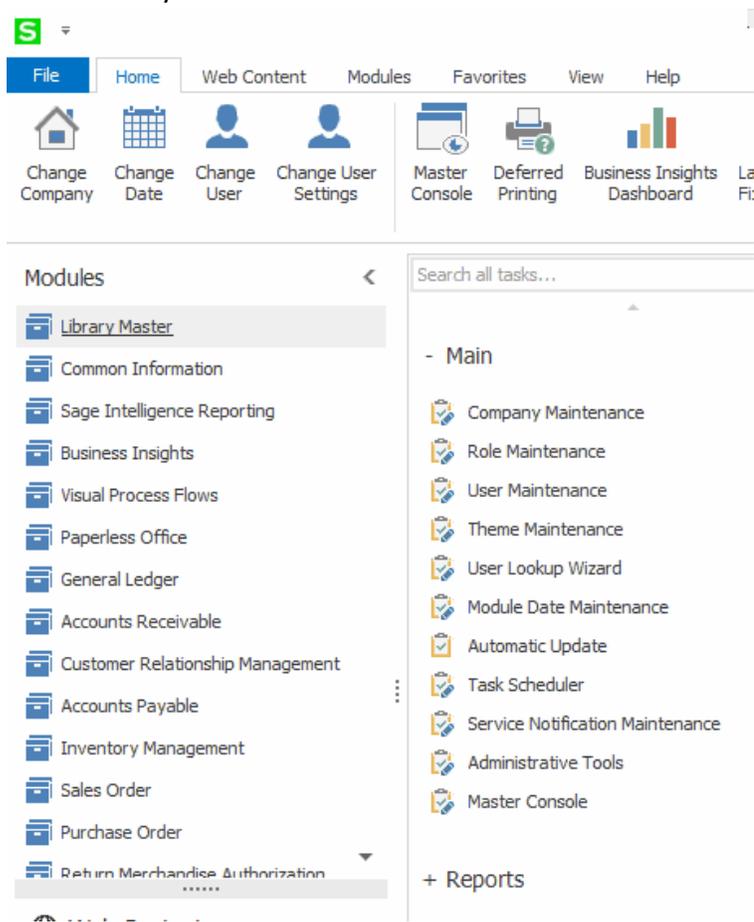# Locking users out of Sage 100

When an employee departs from the company, you will want to lock their user out of Sage 100. This can be done two different ways. If the employee leaves the company all together, you will lock their account out. If a user needs to switch positions or roles, you will want to just grant temporary access and then take it away again.

<u>Locking the user entirely out of Sage 100:</u>

1. Go to Library Master – Main – User Maintenance

2. Enter in the user login

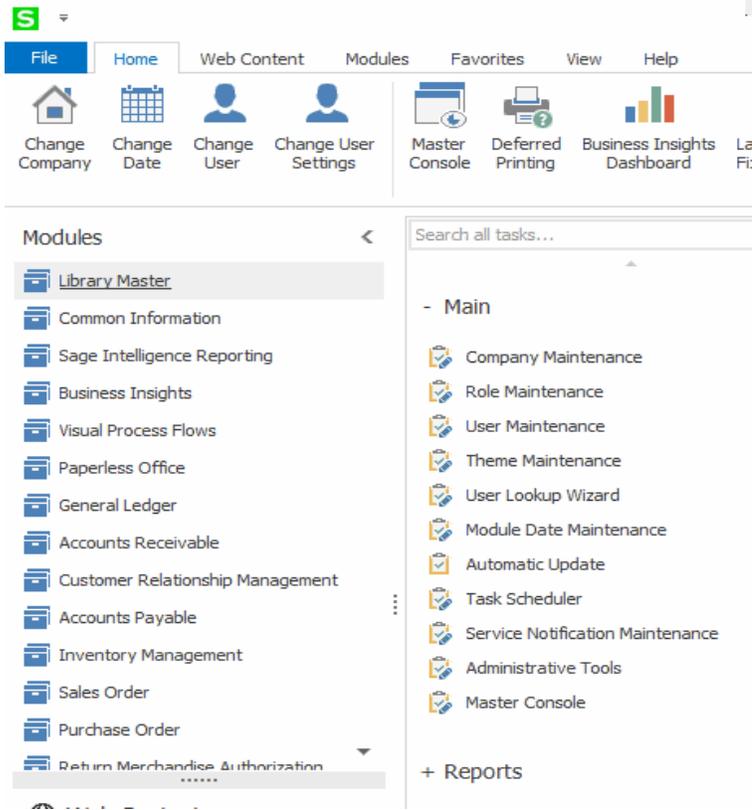3. All the way at the bottom left of the window there is a check box to lock user. When you do this, it will expire the account.
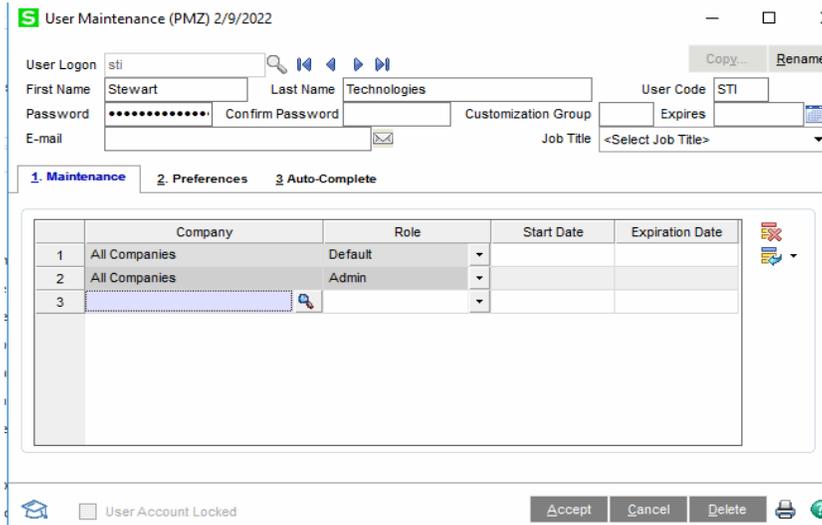
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Locking the user out of a role or company:

1. Go to Library Master – Main – User Maintenance

2. Enter the user login

4. To change the user's ability per role or per company, you would go to each line and put in an expiration date for that role or company.