

Deactivating Sites in SureTrend Cloud

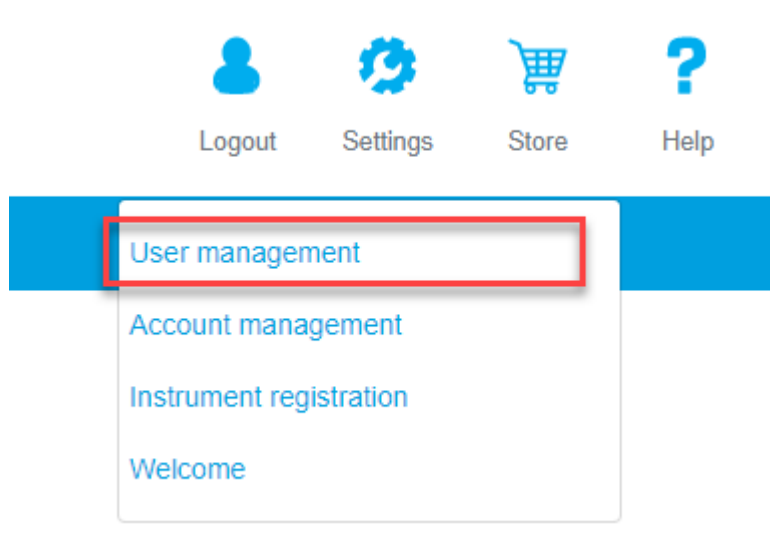
Introduction

SureTrend Cloud allows users to separate data and registered instrument by sites. You can create sites within the account management page. To disable a site, each user in the account must have their access to that site disabled before the site can be deactivated. This article will show the step by step process to deactivate a site.

Solution

Disable Site Access for Each User

1. Log into [SureTrend Cloud](#).
2. Click **Settings** and select **User Management**.



3. Click on a user in the User table.
4. Click the toggle to disable the site access for the site that you want to deactivate.

User management

First Name	Last Name	Username	Email	Roles	Active	
Spencer	Grant	sgranthyena2@gmail.com	sgranthyena2@gmail.com	Owner	<input checked="" type="checkbox"/>	

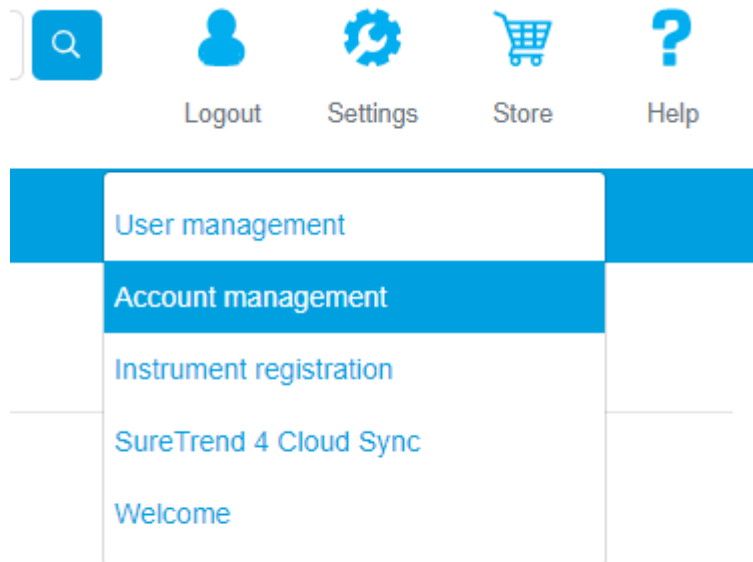
sgranthyena2@gmail.com User sites

Site	Active	Enabled
123	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Default Site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Repeat steps 3 & 4 for each user.

Deactivate the Site

1. Click **Settings** and select **Account Management**.



2. Click the toggle to deactivate the site.

Account management

Account Details Enable Federation

Company name:

Email:

Phone:

Address:

City:

State:

Zip code:

Sites

Name	Logo	Active	
123		<input type="checkbox"/>	
Default Site		<input checked="" type="checkbox"/>	

Deactivated Sites: Show Hide +

Domains

Note: If you receive a message reading “You can’t disable a site that has testing data,” then one or more users still has access to the site. Please repeat the steps in the first section to disable access for all users in the account.

If you require further assistance with managing sites in SureTrend Cloud, please contact Hygiena Technical Support by clicking [here](#).