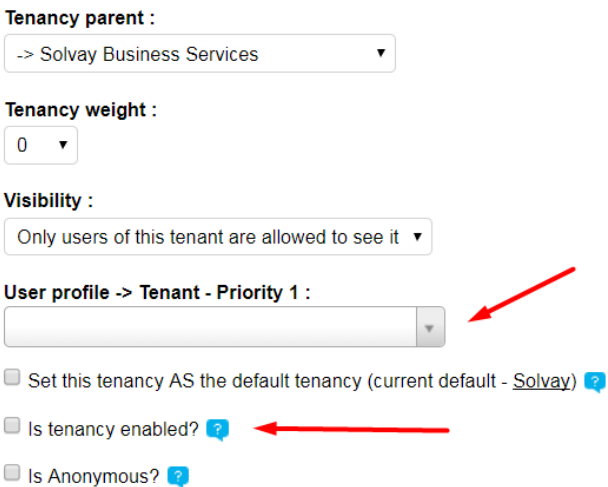


Best Practice - Steps to disable a tenant

Role: Local admin, support admin

Procedure	Screenshot
<p>1) In the tenant admin (edit) you need to uncheck "is tenancy enabled"</p> <p>2) leave empty the user profile - tenant priority 1 box. This disables users from login into the disabled tenant.</p>	 <p>Tenancy parent : -> Solvay Business Services</p> <p>Tenancy weight : 0</p> <p>Visibility : Only users of this tenant are allowed to see it</p> <p>User profile -> Tenant - Priority 1 :</p> <p><input type="checkbox"/> Set this tenancy AS the default tenancy (current default - Solvay)</p> <p><input type="checkbox"/> Is tenancy enabled?</p> <p><input type="checkbox"/> Is Anonymous?</p>
<p>3) After this, you need to take care of the profile fields / user accounts of all users coming from relevant site-entity groups / tenant.</p> <p>a. Change in the profile assignment page, all site-entity groups which assign the disabled tenant to the user : https://gotit.solvay.com/admin/settings/profile_assign/rules/1</p> <p>b. If you change the site-entity group / tenant values of relevant users inside the active directory , the change will automatically reflect the GUDSIS file, and in next user import process, the users will be assigned to a new tenant according to the profile assignment changes done.</p> <p>p/s: If you do not change the active directory fields, after performing changes in the profile assignment page, the users should still receive the new corrected tenant inside their user accounts.</p>	
<p>4) All active campaigns of the disabled tenant should then be closed completely</p>	
<p>5) Please notice : If you still want to see the ideas of campaigns / idea boxes of the disabled tenant, you will need to to move them to other campaigns / tenants first.</p>	