



DocMoto

Instructions for reassigning DocMoto licences

Table of Contents

Introduction	3
Users and Groups:.....	4
Fig. Users & Groups – menu item.....	4
Fig. Inactive User.....	4

Introduction

This document is designed to guide administrators on how to reassign licences from one user to another.

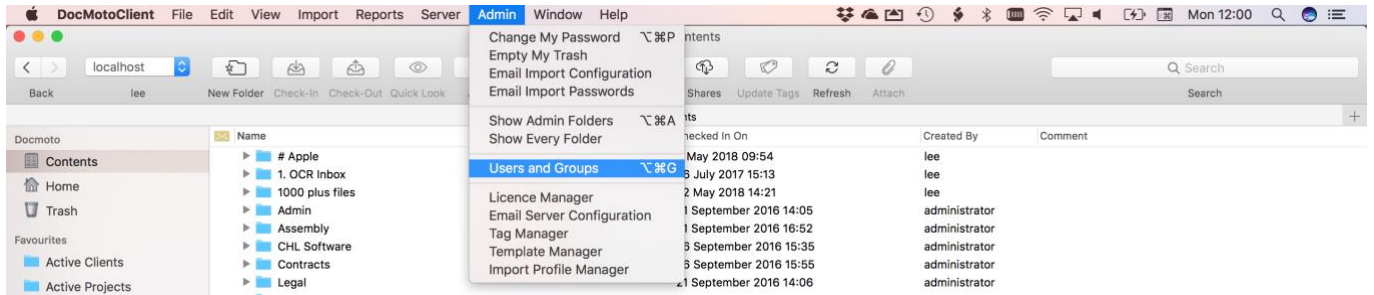
Prerequisite: Only administrators of the DocMoto system can carry out the tasks covered in this document.

Users and Groups:

The following sequence of actions will enable administrators to maintain their companies DocMoto user licences, including reassignment.

1. Select the **“Users and Groups”** option from the **“Admin”** menu. As shown in [Fig. Users & Groups – menu item.](#)

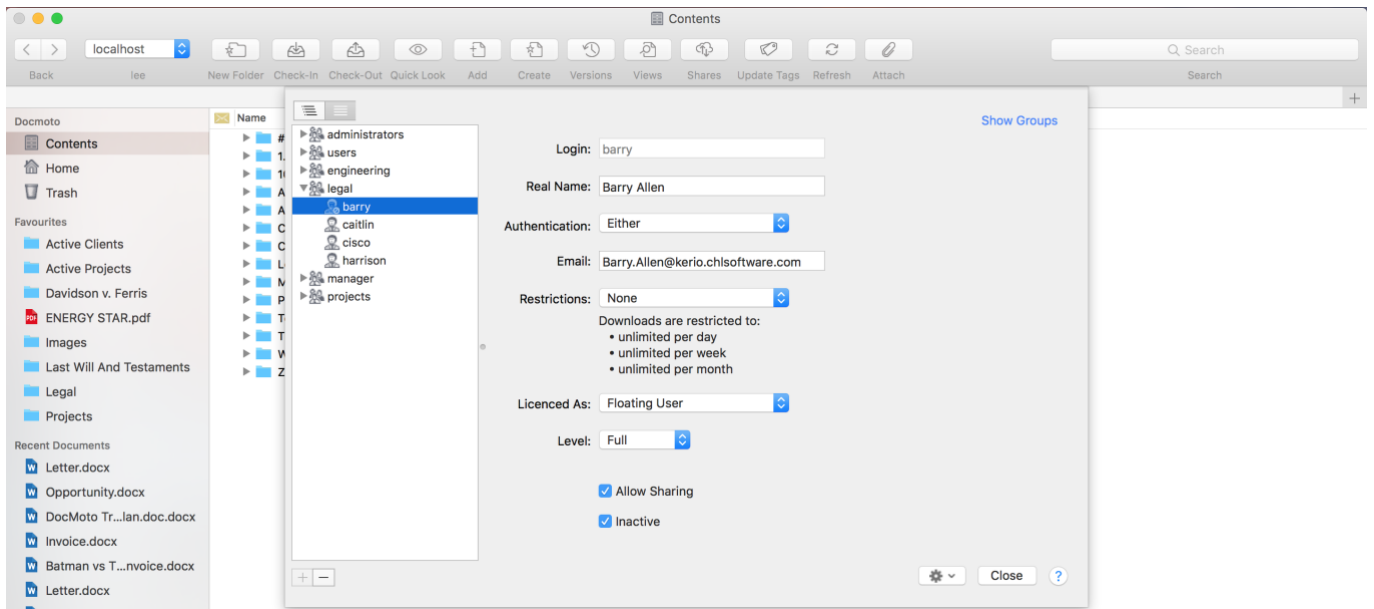
Fig. Users & Groups – menu item.



2. Select the user which is no longer part of the DocMoto user group. Select the **“Inactive”** check box. As shown in [Fig. Inactive User.](#)

NOTE: In this example, the user **“Barry”** from the **“legal”** group has been made **“Inactive”**. The licence assigned to the user **“Barry”** can now be assigned to a new user. By making a user **“Inactive”**, active users can still search for materials created/amended by the **“Inactive”** user.

Fig. Inactive User.



At this stage a new user can be created and the licence gained in the above steps can be assigned to a new user.

For instructions on created new users, please refer to the [Adding Users and Groups](#) video tutorial.