

Hi there,

## User Archiving in 2Shakes

We are stoked to tell you about a small update we just made that we know lots of you have been asking for.

You can now Archive a user who has left your organisation.

And don't worry - if they return you can easily un-archive them too.

We really hope you enjoy this new feature, and we are currently working on lots more based on your suggestions thanks 👍 !



## How to Archive a User

2Shakes Admins can access the [Business Profile>Users](#) page.

There, you will see a new **Archive** checkbox against each user (other than yourself 😊).

A screenshot of a user management form. It includes fields for 'Staff email \*' (test@2shakes.co.nz) and 'Staff phone' (021 123 456). There are four checkboxes: 'Admin', 'AML officer', 'Lock User', and 'Archive'. The 'Archive' checkbox is circled in red. Below the form is a blue 'Add staff' button. At the bottom are 'Save' and 'Next' buttons.

To Archive a User, simply check the **Archive** box and click **Save**.

A screenshot of the same user management form as above. The 'Archive' checkbox is now checked and circled in red. The 'Save' button at the bottom is also circled in red.

The User is now Archived. This automatically locks them to prevent them logging on, and will also remove them from any future update emails and newsletters.

Staff email * test@2shakes.co.nz	Staff phone 021 123 456	Archive <input checked="" type="checkbox"/>
<b>Add staff</b>		
<b>Save</b>		<b>Next</b>

If the user returns in the future, simply uncheck the Archive box and click Save to un-Archive them.

*Please Note: We don't fully remove users since activity such as saved Notes & Files are attributed to specific users.*

We really hope the User Archive update helps you using 2Shakes.

As always, if you have any questions, need any further information, or want to send us feedback, please email us at [support@2shakes.co.nz](mailto:support@2shakes.co.nz), thanks.

And thanks very much again for using 2Shakes,  
Ngā mihi nui,

**Mike Kelly**  
CEO



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