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Deleting and disabling users

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There are 2 options for removing inactive users from the account. The first way is to entirely **delete this user's account**. And the second way is to **disable such a user**. Disabled users won't be counted into the license limit but all their tracked time will be visible in the reports.

To put it simply – if you wish to replace one user with another, you don't need to delete the old user anymore and lose all gathered data. Simply set its status as 'disabled user' and you'll free up an additional license which you can use to add a new user.

Only the Administrator of the account can delete or disable users.

Deleting or disabling users won't reduce the number of seats automatically. You still need to edit it manually in the Subscription menu.

Disabling users

This option is only available in Premium and Ultimate plans.

TimeCamp allows you to have **an unlimited amount of disabled users**. Disabled users no longer have access to the account, they can't track their time or see any reports, but all their data will be kept in the system.

Disabled users are not counted in the license limit so when you disable a user you'll get an additional empty seat. You can invite a new user or reduce the number of seats in the Subscription menu.

To disable the user who is no longer a part of your team navigate to the **Users** section on the left side menu.

Hover your mouse over their name and click the archive icon.

C TimeCamp	Users				2+ ½ 0 A
TRACK	A+ You can now invite guests like clients, vendors, or contractors. You can add them free of charge. Invite guest				
analyze	+ Invite people Create group 4 6/8 Users Change m	umber of seats			Search users
Reports >	GROUPS/USERS ^	EXPAND ALL ^	EXTERNAL ID \sim	INVOLVED IN \sim	ROLE ~
MANAGE	People (6 users) ● → HR & Payroll (2 users) ● → Marketing (2 users) ●				
Geofencing	Chrystal		234567	21 projects	Administrator 🗸
TEAM	🗆 🗛 James Stone 🔹 🖻 💼			21 projects	User 🗸
Attendance	Emily Admin (Account owner)			21 projects	Administrator 🗸
Timesheet Approvals	🗆 🕥 Iris			21 projects	User 🗸
CLEMS					Hide disabled users from lists in reports

The other way is to **click on the user's name** to open their profile settings where you can simply mark the checkbox next to the **Disabled** option and **Save** changes.

	C TimeCamp	Settings	e+
	TRACK	My profile General Modules Billing Rates	
	C Timesheet	User settings	
	AMALYZE C Dashboard C Reports C Computer Time	James Stone documentation+l@timecamp.com Change user email &str as access ware: Role in Marketing: User ~	
	Tags	V Disabled (inactive) ③ Full name:	
	TEAM	James Stone	
1	음일 Users	Language:	
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Disabled users will be greyed out on the list in the Users section.

Optionally you can decide if you prefer to hide disabled users from lists in reports or if they should be visible. If you wish to hide these users from the reports lists simply mark the checkbox next to the **Hide disabled users from lists in reports** option in the Users section.

GROUPS/USERS ^	EXPAND ALL ^	EXTERNAL ID ~	INVOLVED IN ~	ROLE ~
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-> HR & Payroll (3 users)				
- V Marketing (2 users)				
Chrystol			8 projects	Supervisor ~
A James Stone			8 projects	User 🗸
Emily Admin (Account owner)			8 projects	Administrator ~
_ ∩ m			8 projects	Supervisor 🗸
Bulk edit v Retain			-	Hide disabled users from lists in reports

Deleting users

To delete a user who is no longer a part of your team navigate to the **Users** section on the left side menu. **Hover your mouse over their name** and click the **trash** icon.



Deleting a user permanently deletes all data recorded by that user - you will not be able to view their time in reports or timesheets.

After you delete a user you'll get an additional empty seat. You can invite a new user or reduce the number of seats in the Subscription menu.