



How to Remove Administration Feature from User Quick Guide

Introduction

This quick guide explains how to remove the Administration feature from a user. Once the feature is removed, the user will no longer be able to view, add, or maintain other users within your company.

Remove Administration Feature

1. At the top of the homepage, click on **Administration**.
2. Under the Administration section, click on **Employee Profile & Permissions**.
3. Under **Select User Criteria**, select **Change Employee**, and select **Codes** under the **Go To** drop-down.
4. Click **Submit**.

The screenshot shows the top navigation bar with 'Administration' selected. Below it, the 'Administration' section contains four buttons: 'ACH Template', 'Wire Template', 'Employee Profile & Permissions' (highlighted), and 'Employee Accounts'. The 'Employee Profile & Permissions' section has a 'Select User Criteria' header. Under this header, there are radio buttons for 'Inquire Employee', 'Change Employee' (selected), 'New Employee', 'New Employee Using Existing Employee', and 'Delete Employee'. A 'Go To...' dropdown menu is set to 'Codes'. There are input fields for 'Name:' and 'Username:'. At the bottom of the form are 'Submit' and 'Clear' buttons.

5. Under the **Employee List**, select the employee you wish to remove the Administration feature.
6. Under the **Administration Options** section, uncheck all of the boxes.

The screenshot shows the 'Administration Options' section with a table of checkboxes. The table has four columns: 'Inquiry', 'New', 'Change', and 'Delete'. Each column has a 'Select All' link above it. The rows are 'Employee:' and 'Internal Transfer Template:'. All checkboxes are currently unchecked.

	Inquiry	New	Change	Delete
Employee:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Transfer Template:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Scroll to the top of the page and click the **Save** icon.

The screenshot shows the 'Employee Profile & Permissions' page. At the bottom of the page, there is a dark bar with several icons. The 'Save' icon, which is a floppy disk, is highlighted with an orange box.

8. The Administration feature is now removed from the user. No further action is required.

Contact

Contact your Treasury Representative for any questions or assistance. You may also contact the Treasury Support Department at 855-342-3400 or treasury.solutions@fib.com.

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