How to…
Deactivate access to PlanSA-DAP for a user

Government of South Australia
Attorney-General's Department
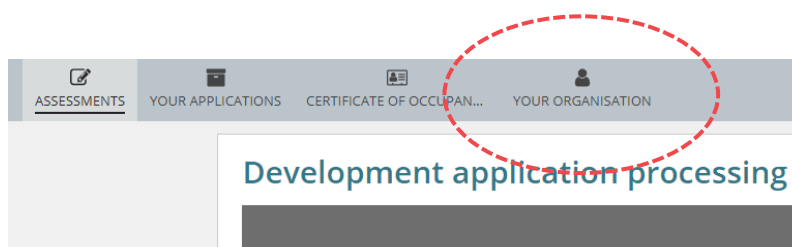
PlanSA

Version 1.0
Software version 3.02.0

Background

The deactivation of a PlanSA user account can only be performed by an Organisation Administrator for types of organisations such as a volume applicant (e.g. building developer) or a referral body.

For Organisation Administrators for relevant authorities i.e. councils, Regional Assessment Panels (RAPs) and accredited professionals send a deactivate access request to the PlanSA Service Desk at plansa@sa.gov.au.

How do I know if I am an Organisation Administrator?

An Organisation Administrator's dashboard ribbon will display the **Your Organisation** option.

Included instructions

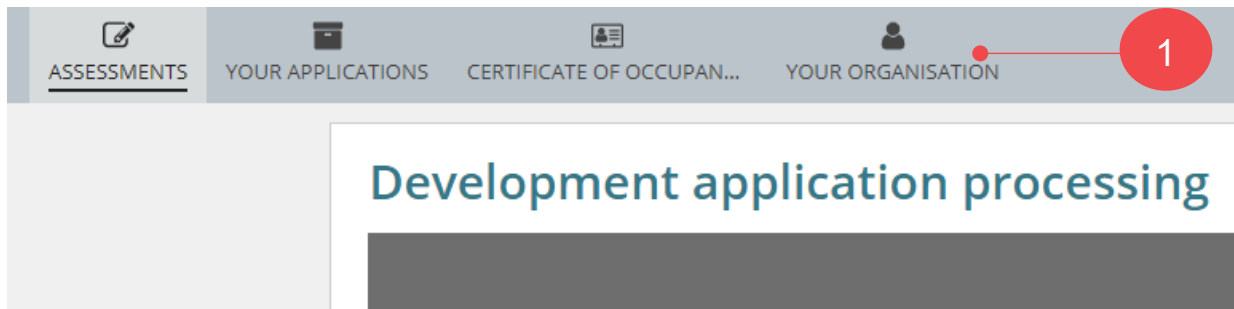- [Deactivate access to a PlanSA-DAP for a user](#)

Related Instructions

- How to – Create a new PlanSA-DAP user account
- How to – Update personal and contact details for a PlanSA-DAP user
- How to – Update access to PlanSA-DAP for a user
- How to – Reactivate access to PlanSA-DAP for a user
- How to – Request deactivation of a PlanSA-DAP user
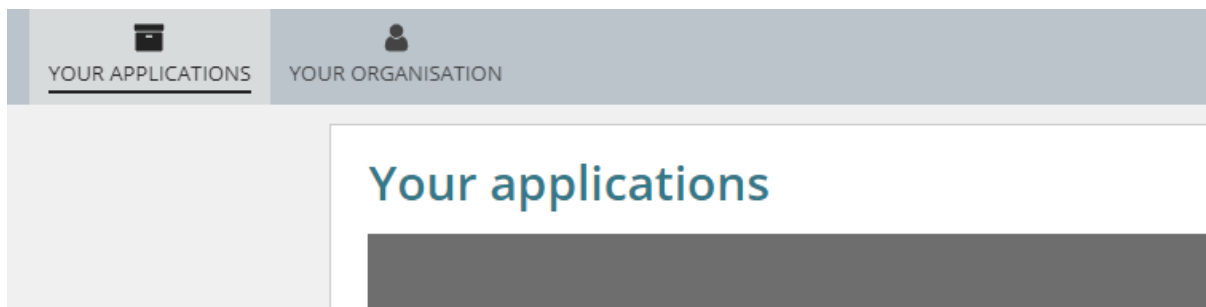- How to – Request a new PlanSA-DAP user account

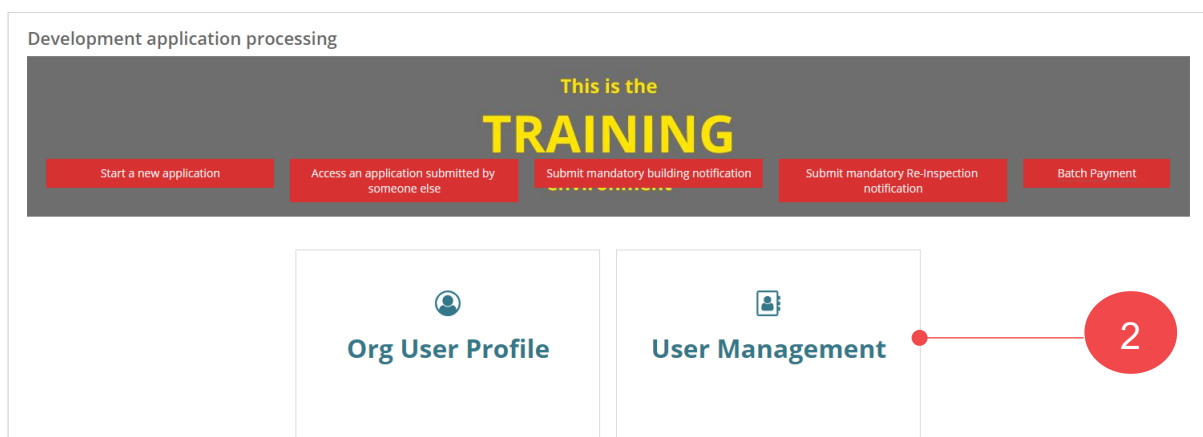## Deactivate access to a PlanSA-DAP for a user

1. Click on **Your Organisation**.

The dashboard image above is for a referral body. If you are an Organisation Administrator for a volume applicant (e.g. building developer, architect etc.) then the dashboard view will show as per the below image.

2. Click on **User Management**.

Noting, if an Organisation Administrator for a referral body then an additional option **Save Conditions and Notes** is shown.

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3. Search for the staff member's user account, either by their first name or surname.

4. Click on the **User Name** to view more details.

Development Application Processing

Commissioner of Highways - Users

penn   3

User Name ↑	Position	User type
penny.public 4	Administration	User

5. Click on **Deactivate User** to continue.

Edit User

Commissioner of Highways
penny.public

DEACTIVATE USER   5

Title *

Miss

First Name *

Penny

35 characters maximum

Last Name *

Jones

35 characters maximum

Email *

pennyjones@gmail.com

50 characters maximum

Phone Number *

0884254000

Position at Commissioner of Highways

Administration

100 characters maximum

Roles and functions   Edit

☐ Organisation Administrator

☑ Basic User

CANCEL   SUBMIT

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The **Users** screen shows and the 'User Name' of the new staff member account no longer shown.

Commissioner of Highways - Users

Search

Edit organisation >

User Name ↑	Position	User type
ashley.melia		User
commshighway.refagency		Org Admin
commshwy.admin	Team Member	User
daniel.sladic		Org Admin
jim.psyridis		Org Admin
marc.hryciuk		Org Admin
matthew.small		Org Admin

6. Expand the **Deactivated Users** to show more details.

7. Click on the **change record** to view more details.

⌄ Deactivated Users ●━━━━ 6

User Name ↑	Position	User type	Email	Phone
penny.public (inactive)	Administration	User	pennyjones@gmail.com	0884254000

› Event History