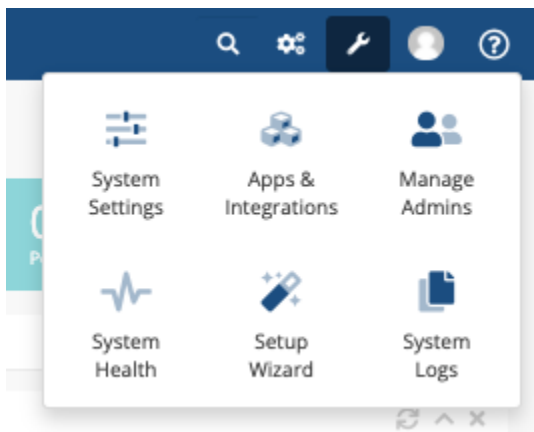# Disabling an Admin

You can disable an admin, preventing them from logging in to the Admin Area. This will also remove them from report output.

> ℹ️ For more information, see [Administrators and Permissions](#) and [Support Tickets](#).

Disable an Admin

To disable an admin:

1. Go to **Configuration > Manage Admins:**

2. Click **Edit** next to the admin you want to disable.

3. Check **Disable**.

4. Click **Save Changes**.