Revoke a User's Access to your Database

Author: Joel Kristenson
Last Updated: 2015-12-01

Overview

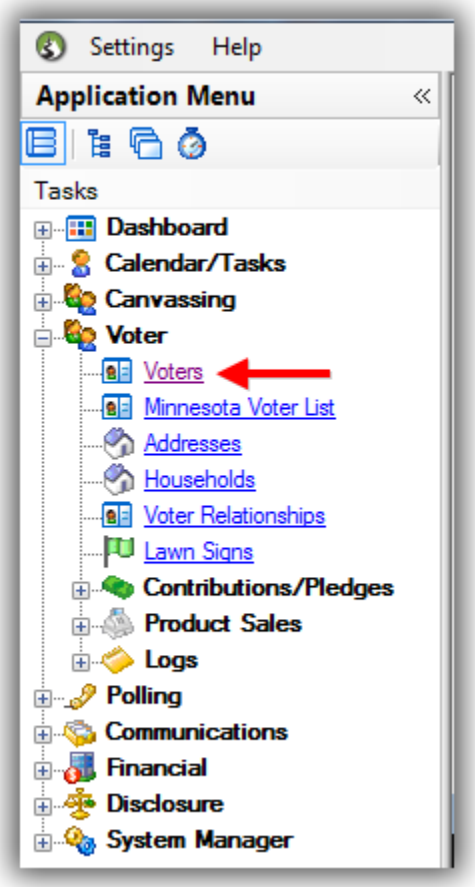
This article will teach you how to quickly revoke a user's access to your database, these steps have been updated in 2015 so that it takes far fewer steps than it used to. *This can be useful if someone leaves your team/organization, gets fired, or you simply want to adjust their security clearance levels. You must have full administrative security access to the **System Manager** in Trail Blazer in order to add/edit/remove a user.*

Steps

IMPORTANT: I used the 'political' version of Trail Blazer for this article so when I refer to 'voters' it could be label Donors, Contacts, or something else in your database, but the steps are basically the same.

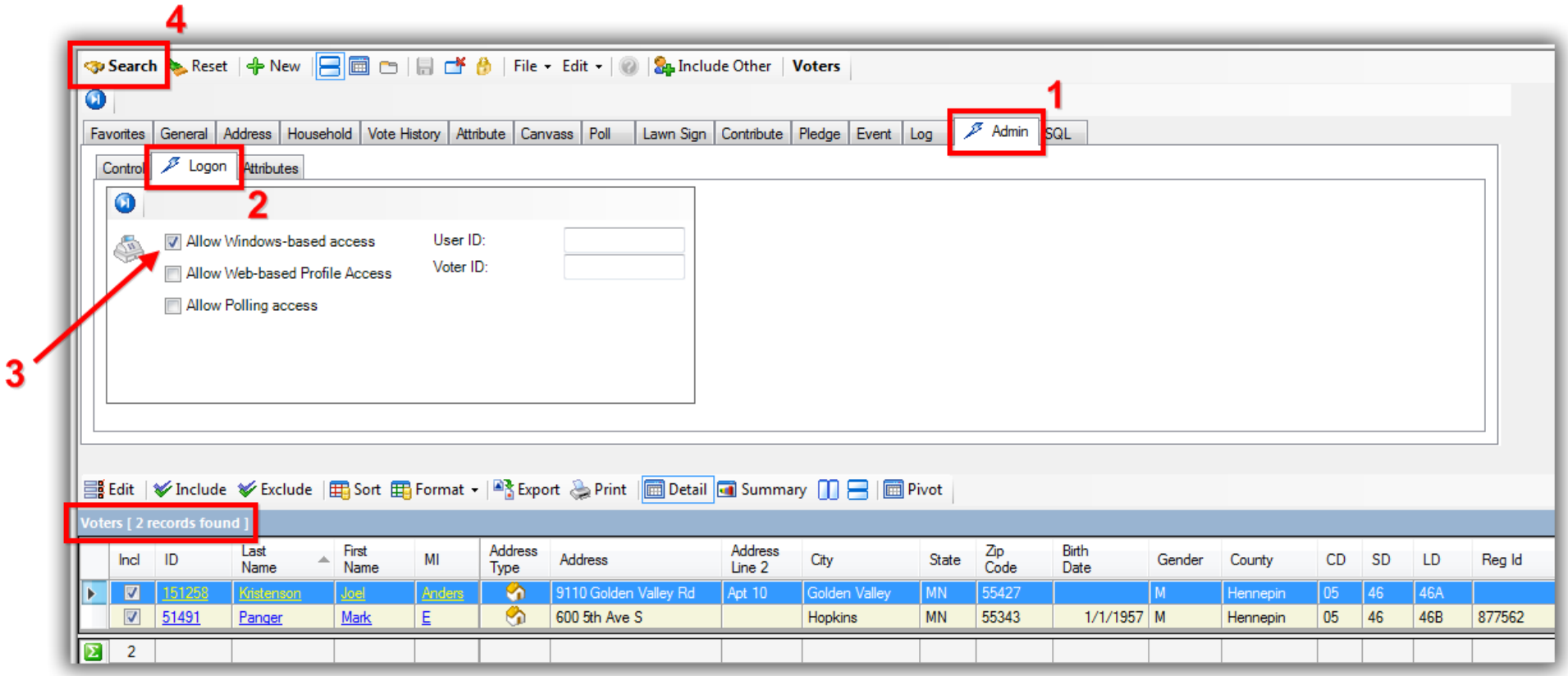
First locate this user by pulling up a list of all the **database users**.

Navigate to the **Voters** (*Donors/Contacts*) list.



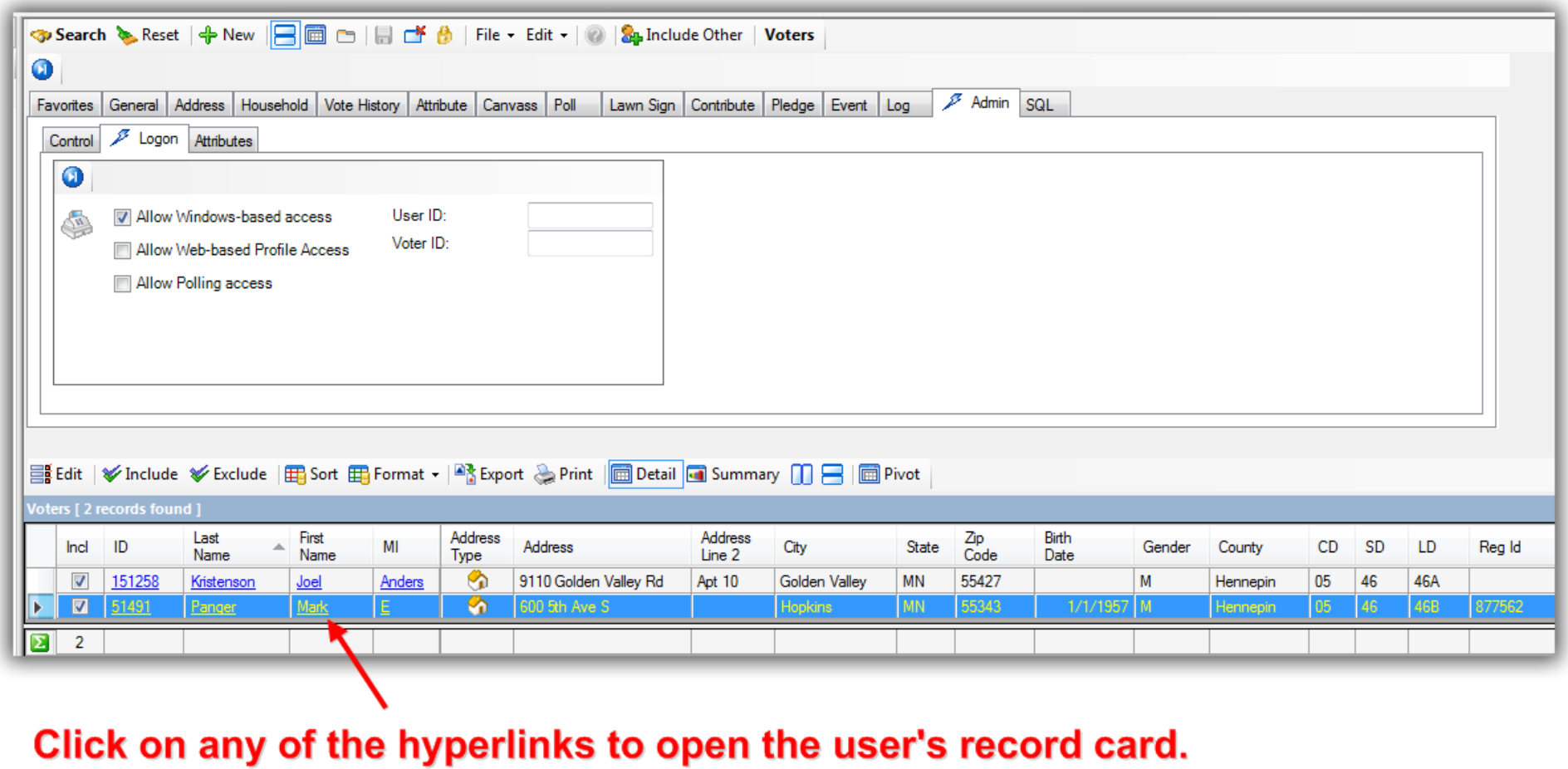
Revoke a User's Access to your Database

Navigate to the **Admin tab**, the **Logon** sub-tab, check **Allow Windows-based Access**, and click **[Search]**. *In my example it produced two user records with access to my database.*



Select the user you need to **revoke** or **limit security access** for by clicking on any of the blue hyperlinks to open their **record card**. *In this example I selected the user "**Mark Panger**" as displayed in the picture below:*

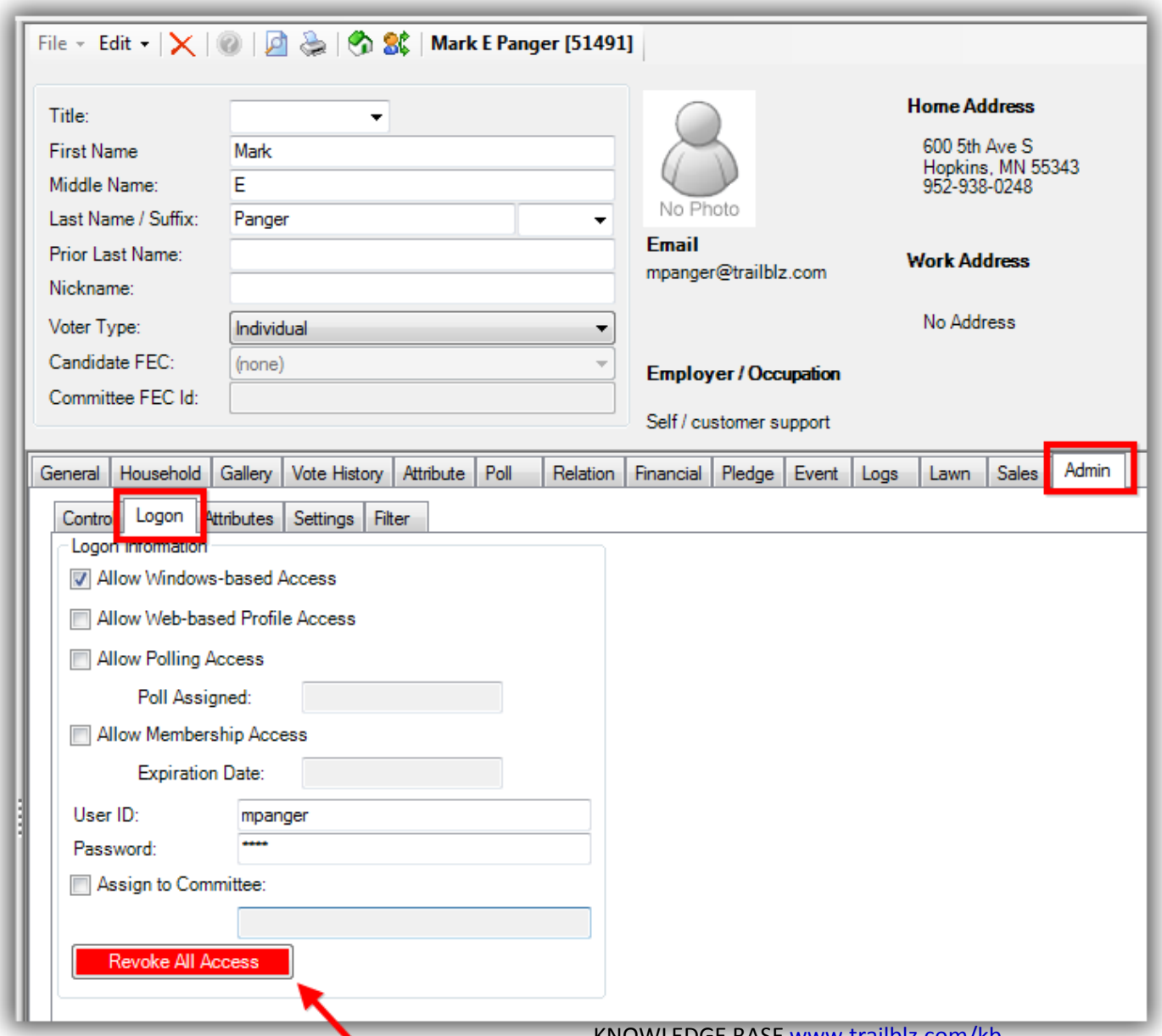
Revoke a User's Access to your Database



Click on any of the hyperlinks to open the user's record card.

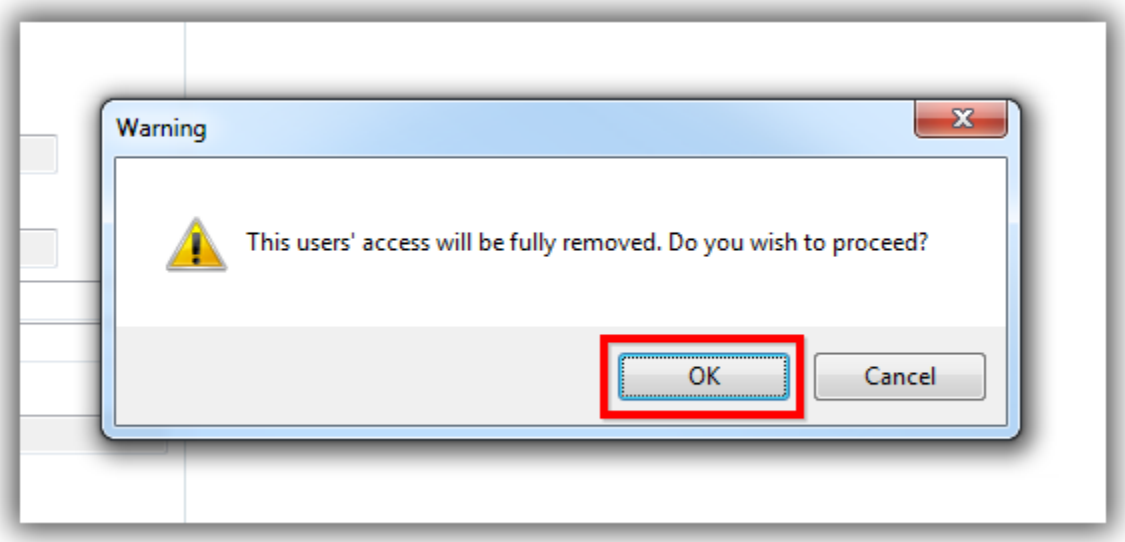
Navigate to the **Admin** tab, and the **Logon** sub-tab, and click the **red** **[Revoke All Access]** button as shown in the image below:

Revoke a User's Access to your Database



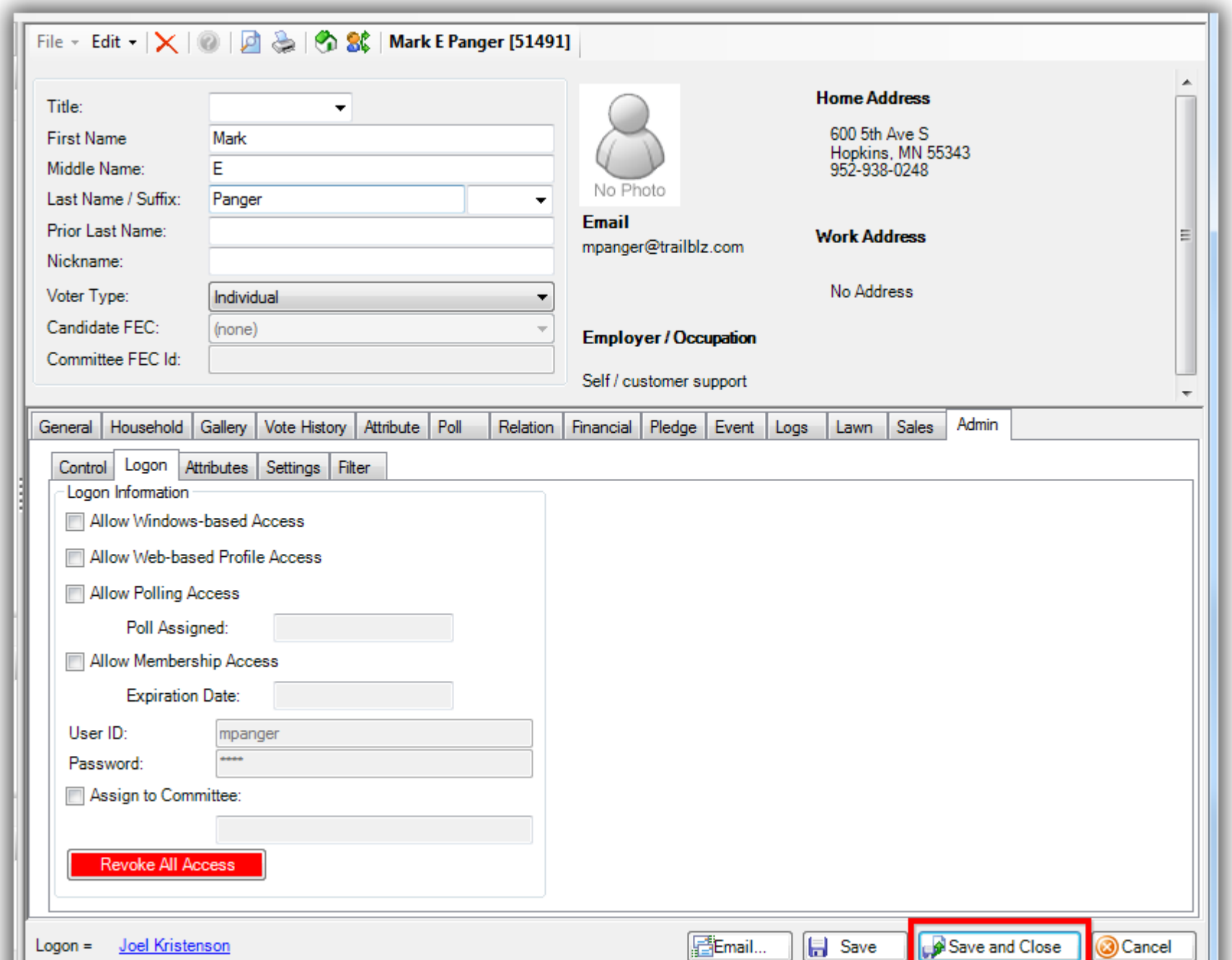
Click this button to remove all

Click **[OK]** to proceed.

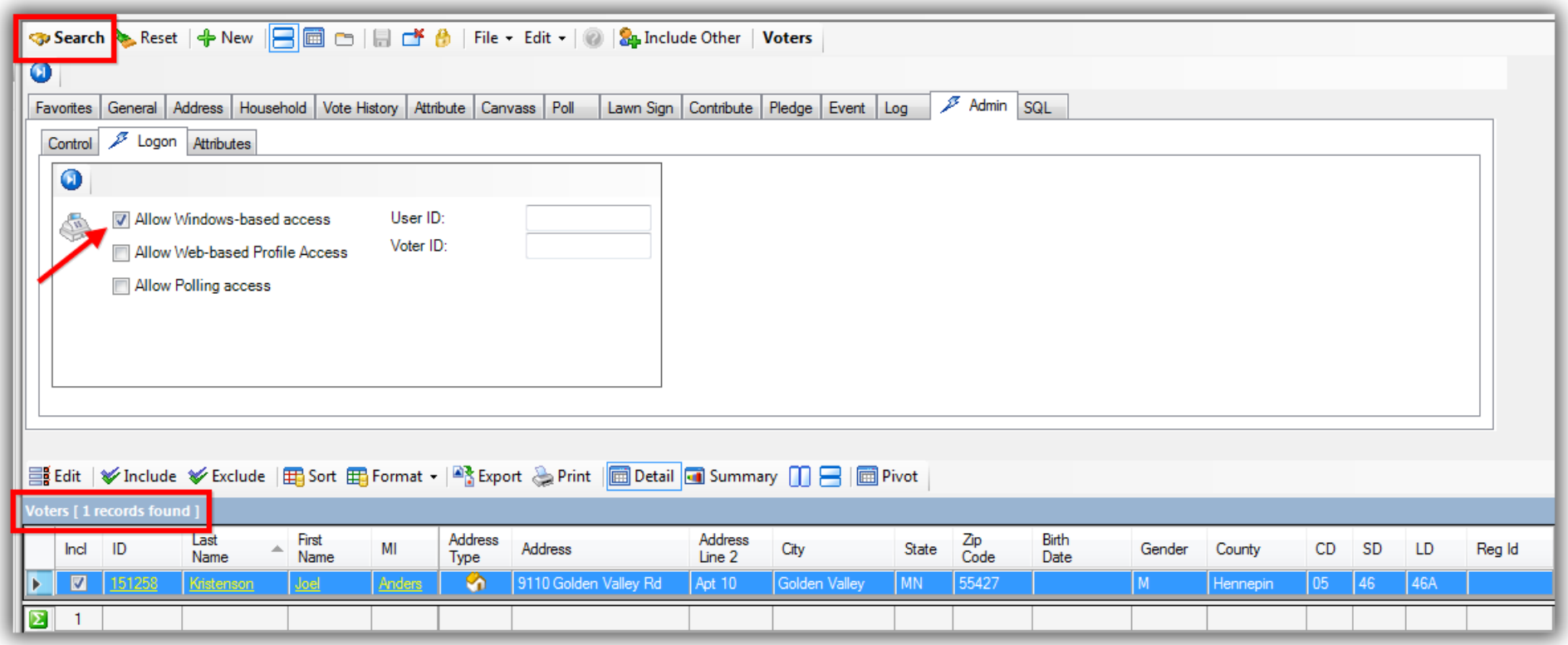


Click **[Save and Close]** to finish this procedure.

Revoke a User's Access to your Database



Click **[Search]** once you're back in the **Voters** (*Donors/Contacts*) list to refresh the list of **DB Users**. *In my example the list dropped from 2 users to **1**.*



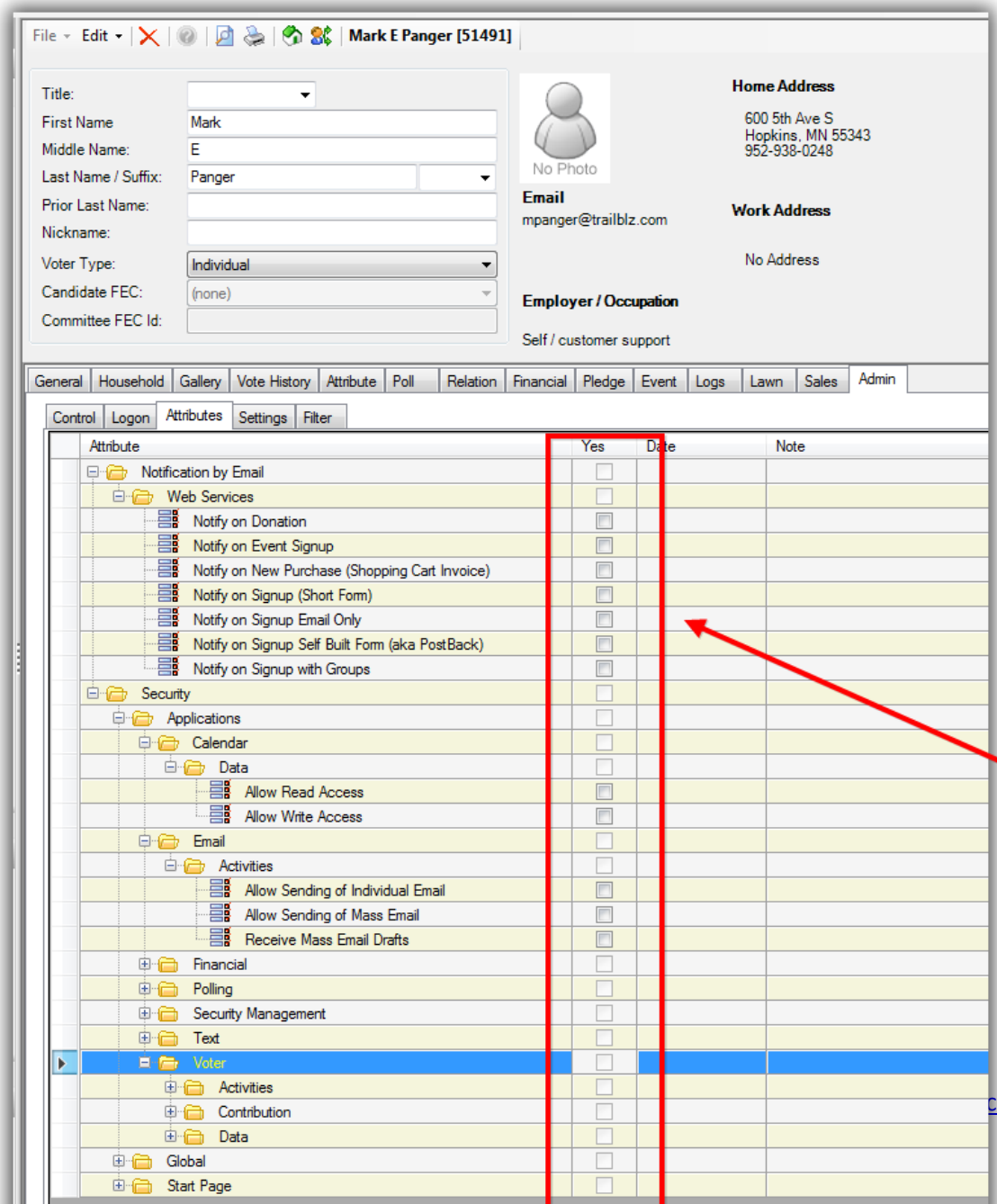
That sums up the basic steps to remove a user's security as well as the email notifications they receive for online occurrences.

For more information, continue reading to see what actually takes place in their record card when the security is revoked, and take a look at the **Related Resources** at the bottom for quick links to other related **articles** & **videos**.

Revoke a User's Access to your Database

This is what happens to the '**Security** and **Notification**' attributes in a user's record card when their security is **revoked**:

Revoke a User's Access to your Database



All security and notification attributes get unchecked when a user's access is revoked.

Revoke a User's Access to your Database

IMPORTANT! ***Never*** ***give out your username/password/database name (unless you are creating a new user) and always keep them stored in a secure place. Never share the same user account for 2 individuals (the reason being that you can more easily perform audits and track work and it increases security *unless you're using the mobile poll watching application). If you have any questions or are uncertain about users and security, give the Trail Blazer support team a call at 1-866-909-8700.***

Related Resources

Article: Adding a Database User and Setting Security Settings
Article: How to Change your Username, and Password Credentials
Article: Email Notification of Web Occurrences
Article: Website Email Notification
Article: Mobile Base Camp Articles
Video: Multiple Database Logon
Video: Eblasts – Setting people up to receive test (draft) emails
Video: Mobile Base Camp

Trail Blazer Live Support

Revoke a User's Access to your Database

Phone: 1-866-909-8700
Email: support@trailblz.com
Facebook: https://www.facebook.com/pages/Trail-Blazer-Software/64872951180
Twitter: https://twitter.com/trailblazersoft

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

Click here to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the GoToMeeting session where we host our live interactive trainings.*

** This service is included in your contract.*