

My Users – Enable Disable User

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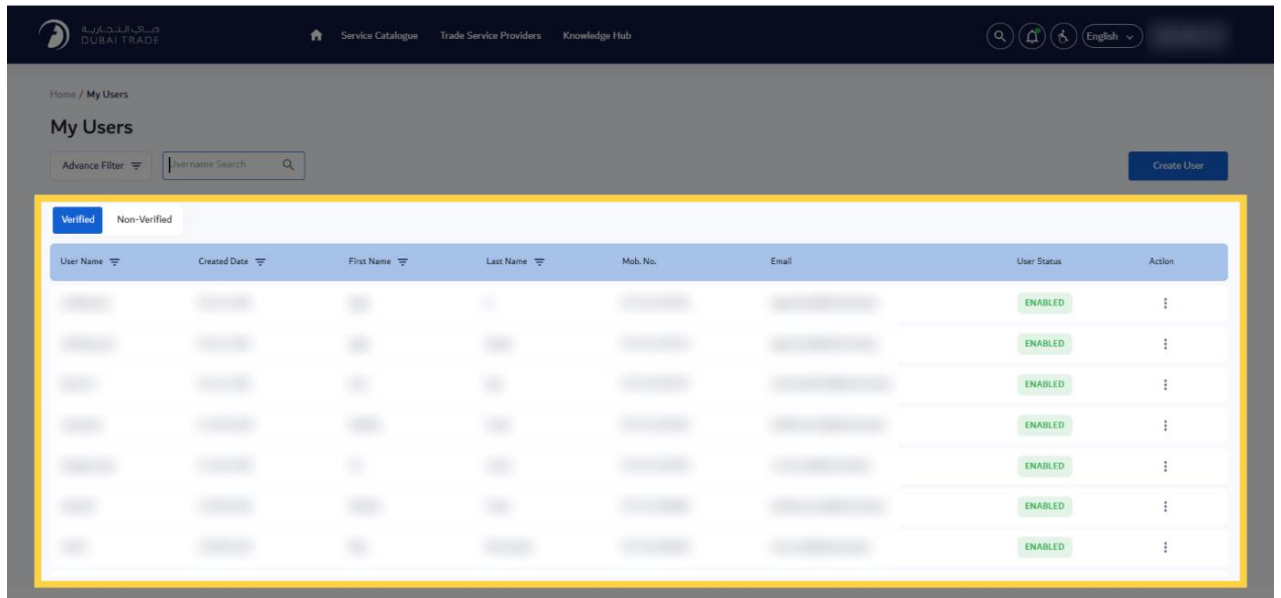
DOCUMENT DETAILS

Document Name	My Users – Enable / Disable User
Project Name	
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
Last Updated Date	28 st August 2025
Current Version	1.0

This guide walks you through searching for users, applying filters, and enabling or disabling user accounts with confidence.

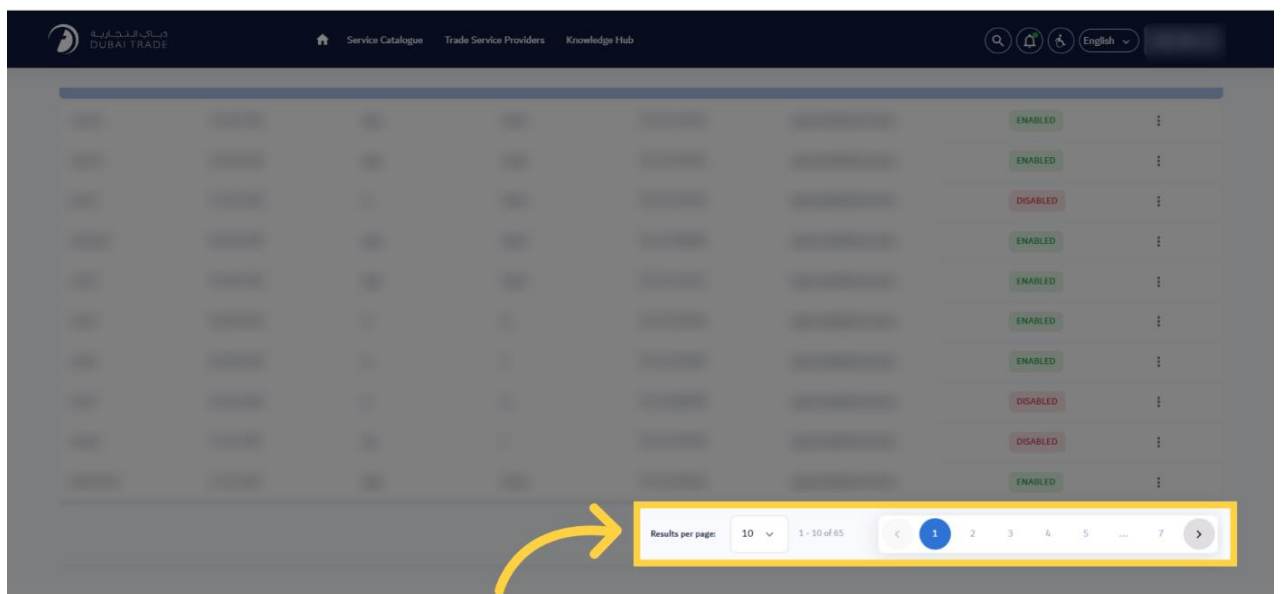
1. My Users

You will be taken to the list of all user accounts with their corresponding status.



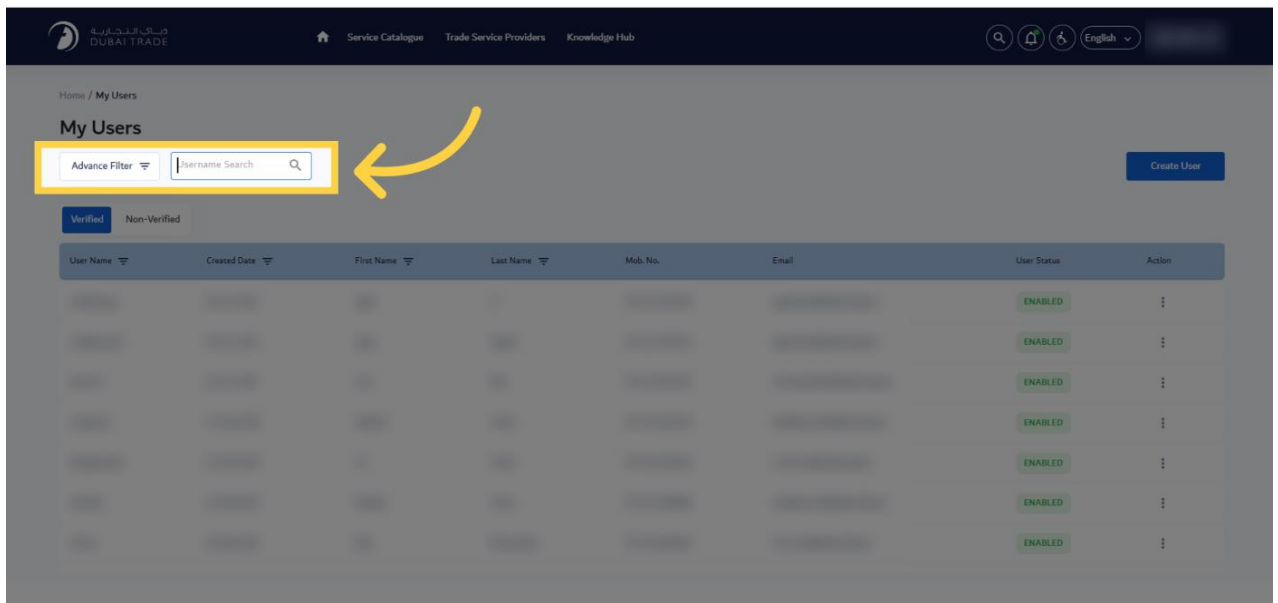
User Name	Created Date	First Name	Last Name	Mob. No.	Email	User Status	Action
						ENABLED	
						ENABLED	
						ENABLED	
						ENABLED	
						ENABLED	
						ENABLED	
						ENABLED	

Use the navigation feature to browse and search through more than 10 records by moving between pages or adjusting the number of items displayed per page.

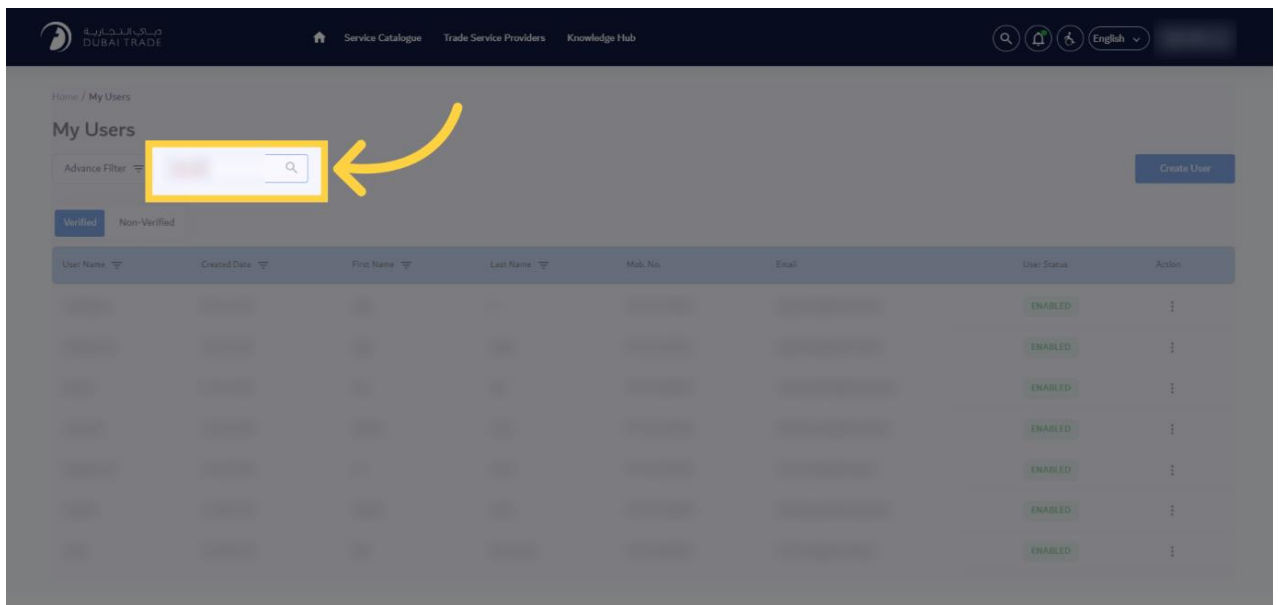


User Name	Created Date	First Name	Last Name	Mob. No.	Email	User Status	Action
						ENABLED	
						ENABLED	
						DISABLED	
						ENABLED	
						ENABLED	
						ENABLED	
						ENABLED	
						ENABLED	
						DISABLED	
						DISABLED	
						ENABLED	

You can use the 'Advanced Filter' or "Specific Username" search to refine your results.



Enter the username here then hit the "Enter" button to retrieve records.



Use the different advanced filter search criteria such as username, user status and the user creation date range, to help you refine your searches.

The screenshot shows the 'My Users' page on the Dubai Trade portal. The 'Advance Filter' section is highlighted with a yellow box. It includes input fields for 'User Name', a dropdown for 'User Status', and date pickers for 'Created Date From' and 'Created Date To'. There are 'Reset' and 'Apply' buttons at the bottom of the filter section. Below the filter, there are tabs for 'Verified' and 'Non-Verified' users, and a table header with columns: User Name, Created Date, First Name, Last Name, Mob. No., Email, User Status, and Action.

Click on "Apply" to retrieve records or "Reset" to start again.

This screenshot shows the 'My Users' page with the 'Created Date From' field set to '01-08-2018' and 'Created Date To' set to '31-08-2019'. A yellow arrow points to the 'Apply' button, which is highlighted with a yellow box. The 'Reset' button is also visible next to it.

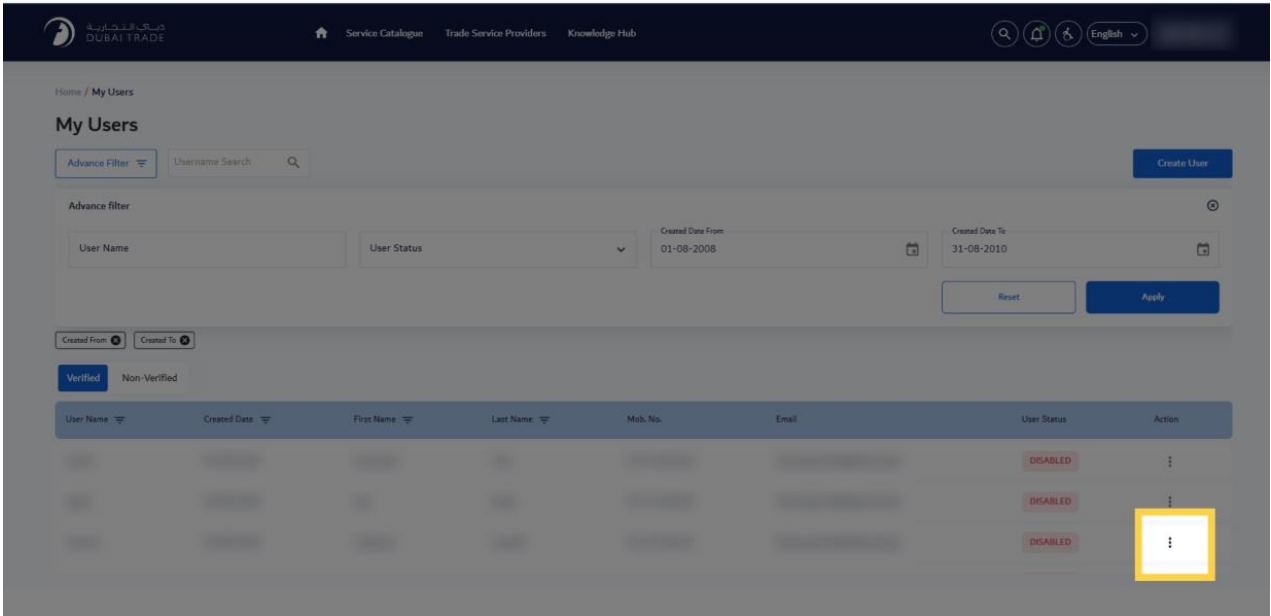
Records will be displayed here.

The screenshot shows the 'My Users' page with the table of users highlighted by a yellow box. The table has columns: User Name, Created Date, First Name, Last Name, Mob. No., Email, User Status, and Action. The 'User Status' column shows 'ENABLED' and 'DISABLED' statuses. The 'Action' column shows a vertical ellipsis for each user.

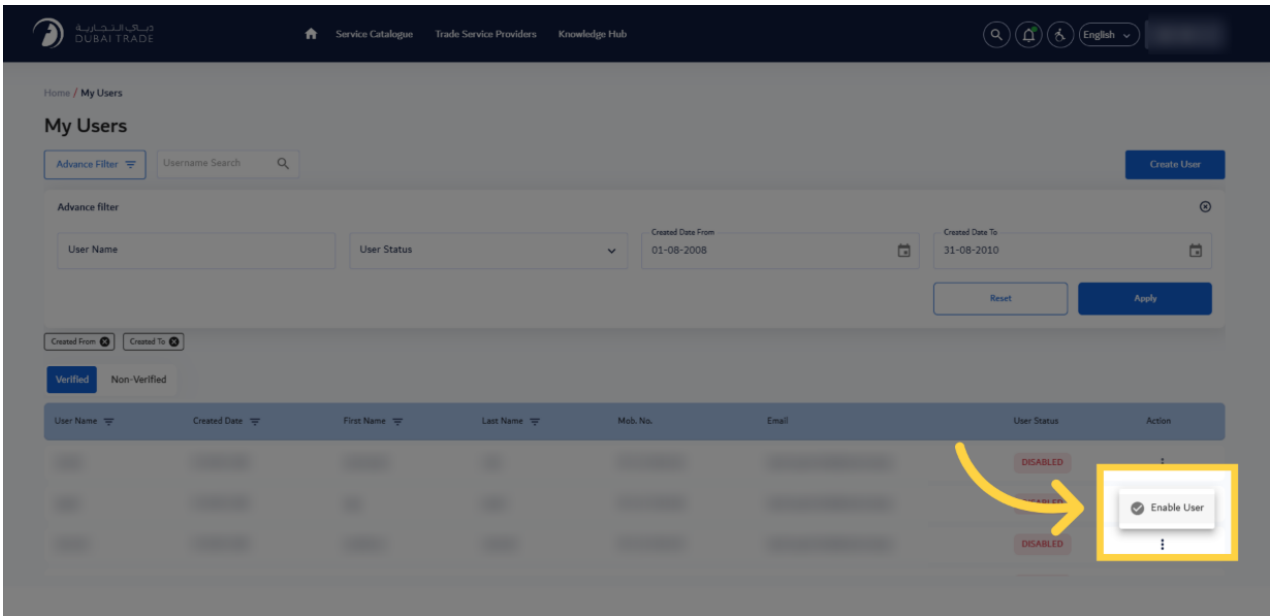
User Name	Created Date	First Name	Last Name	Mob. No.	Email	User Status	Action
						ENABLED	⋮
						ENABLED	⋮
						DISABLED	⋮
						ENABLED	⋮

My Users – Enable / Disable User

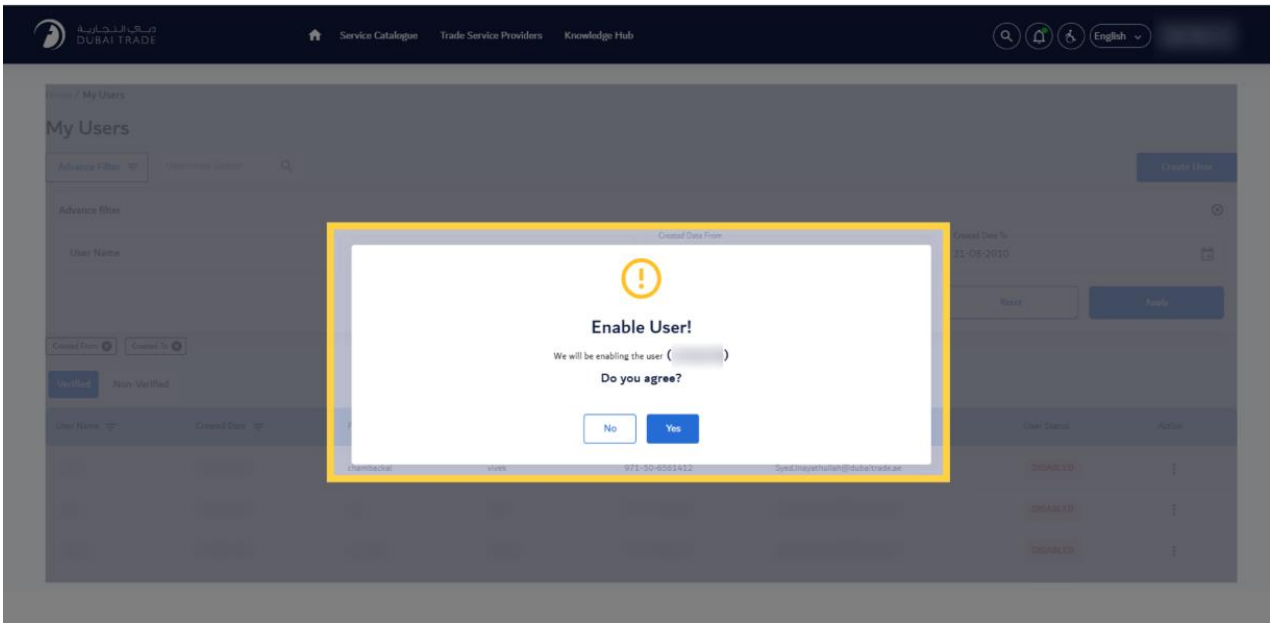
Select the user you want to update then click on the "action" icon highlighted here.



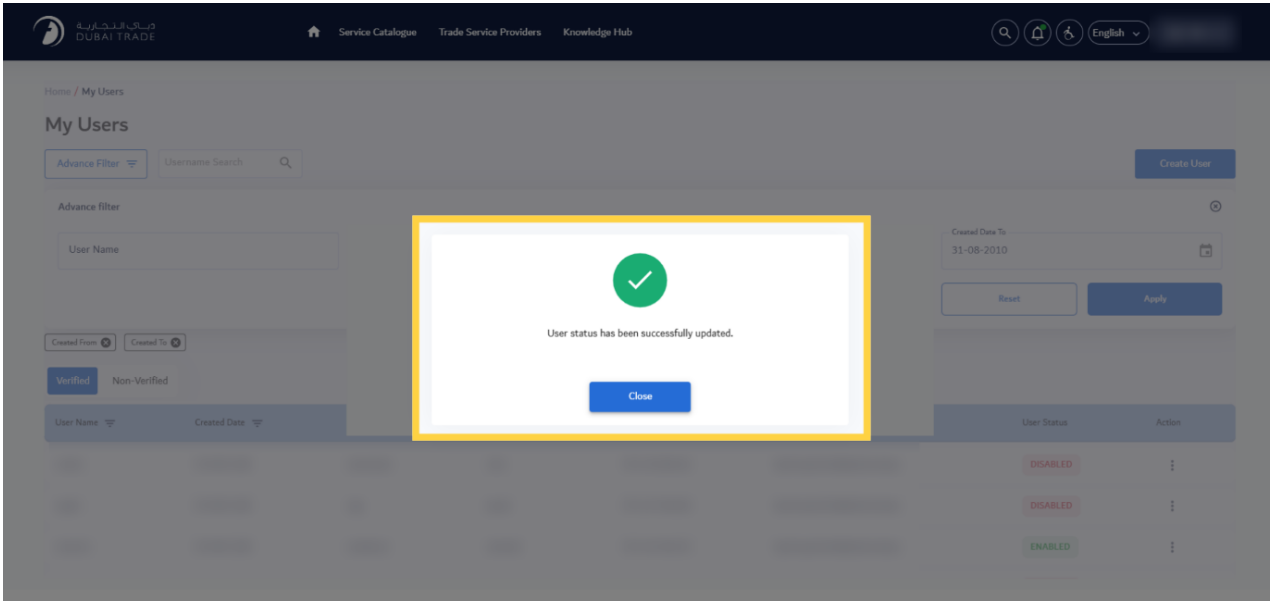
For a user with **Disabled** status, select '**Enable User**' to activate the chosen user account.



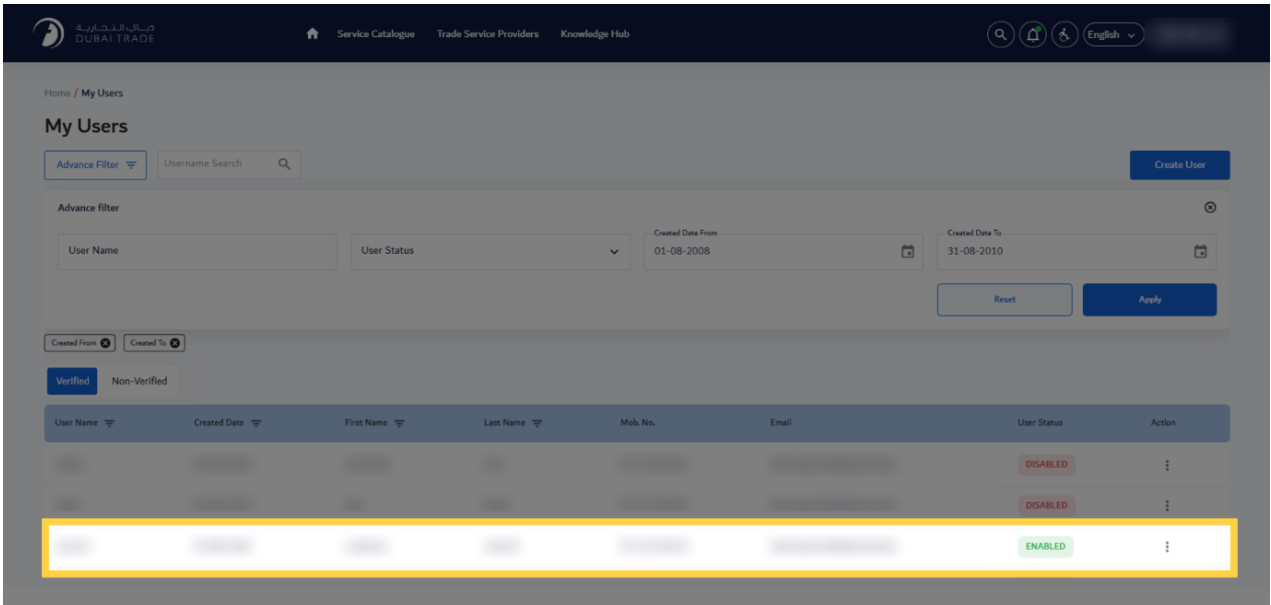
Confirm the action by clicking 'Yes' in the confirmation dialog or "No" to go back.



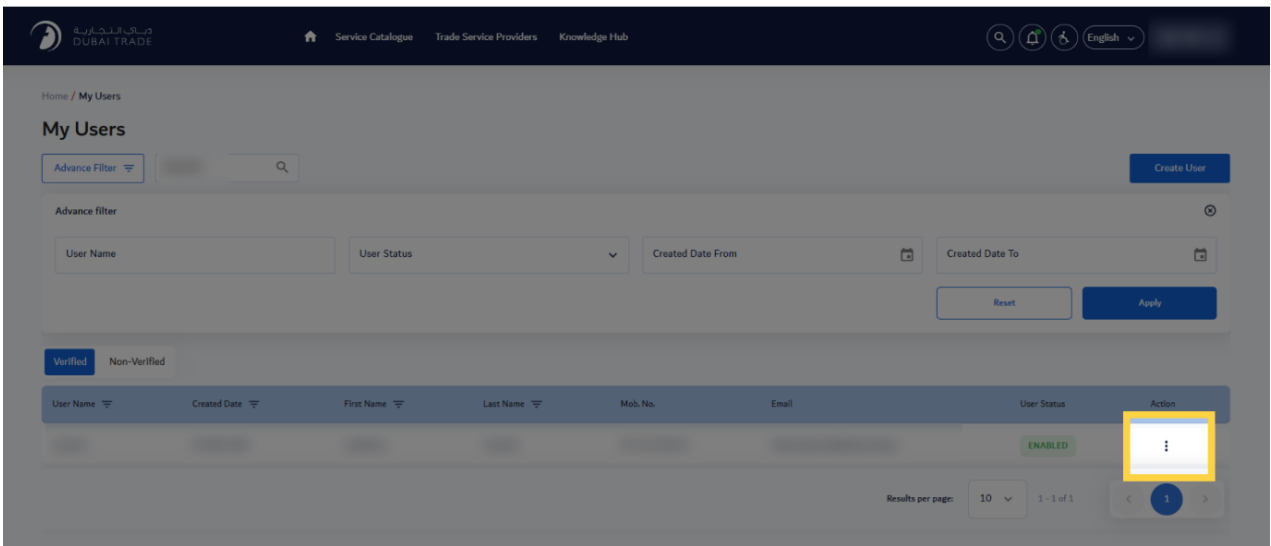
A confirmation message will be displayed. Close the confirmation window to return to the user list.



The updated user status will be displayed here.

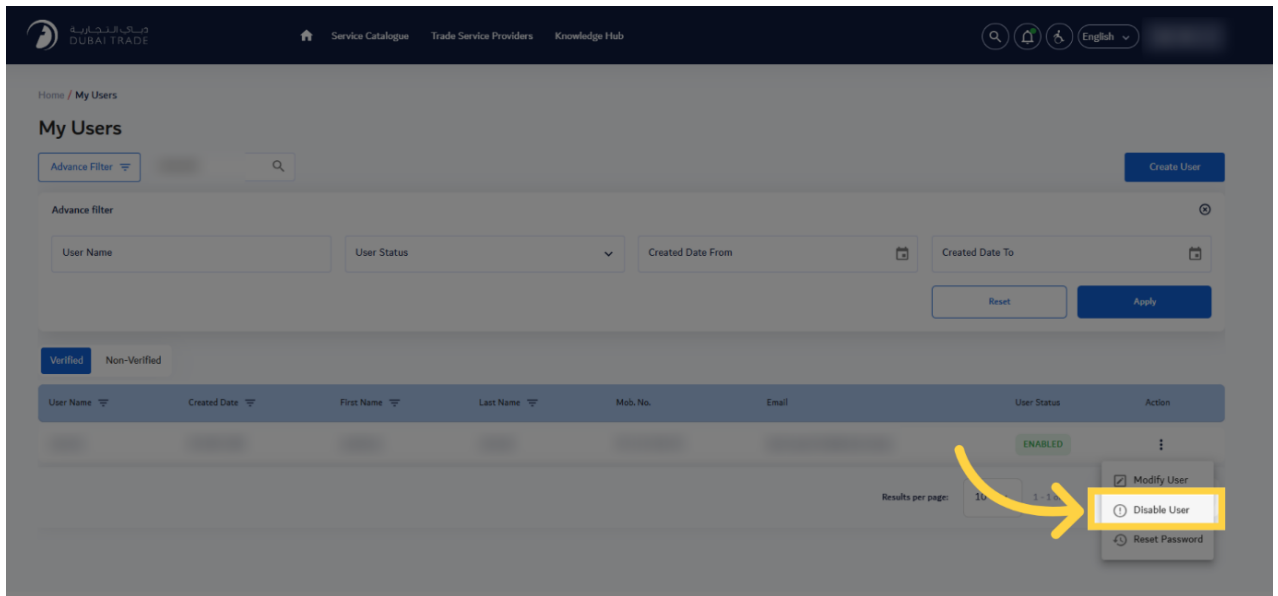


Open the user details by clicking the corresponding icon.

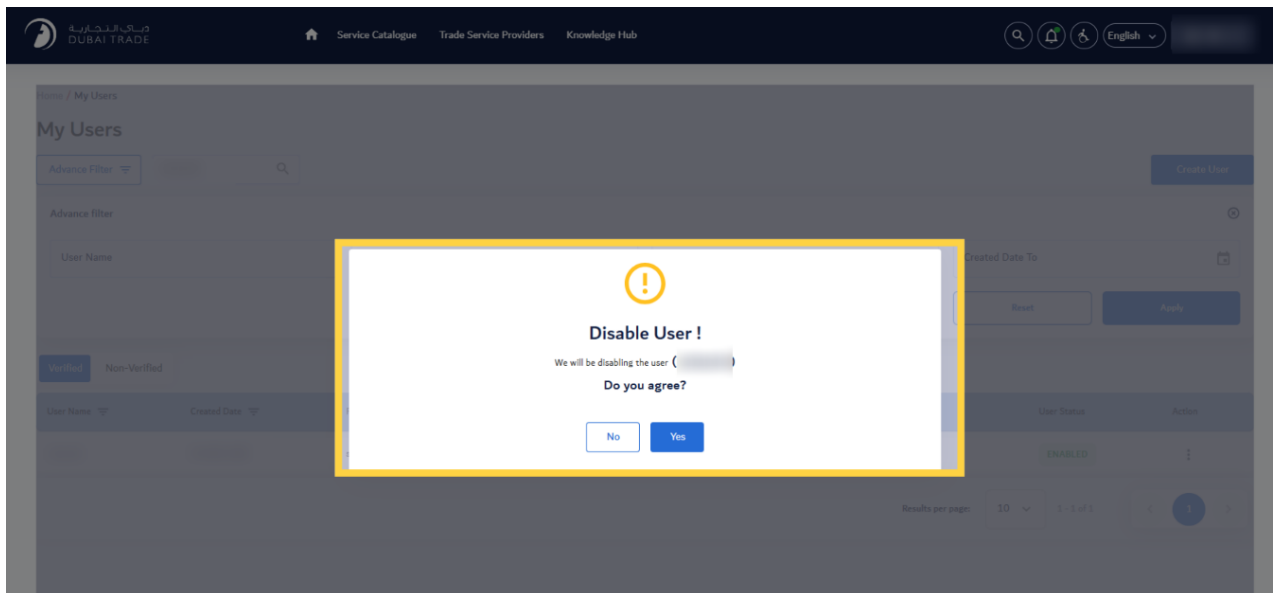


My Users – Enable / Disable User

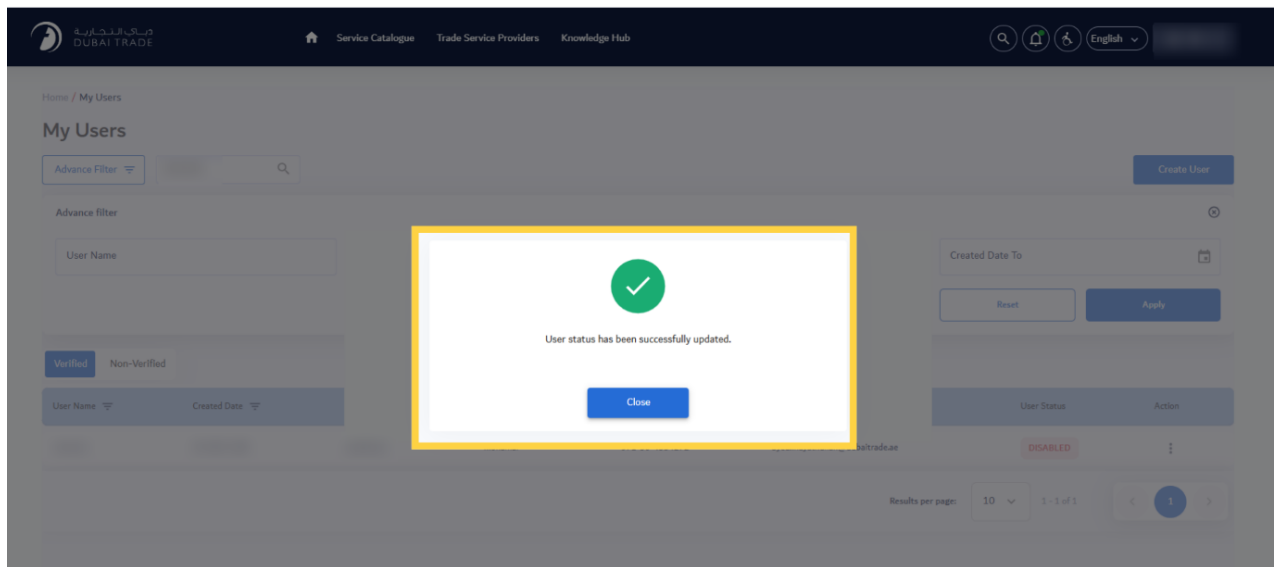
Choose "**Disable User**" to deactivate the user account.



Confirm the deactivation by clicking '**Yes**' in the confirmation dialog or "No" to go back.



A confirmation message will be displayed. Close the window to go back to the user list.



This guide covered how to efficiently search for users, apply date filters, and manage user statuses by enabling or disabling accounts within the My Users section of the platform.

