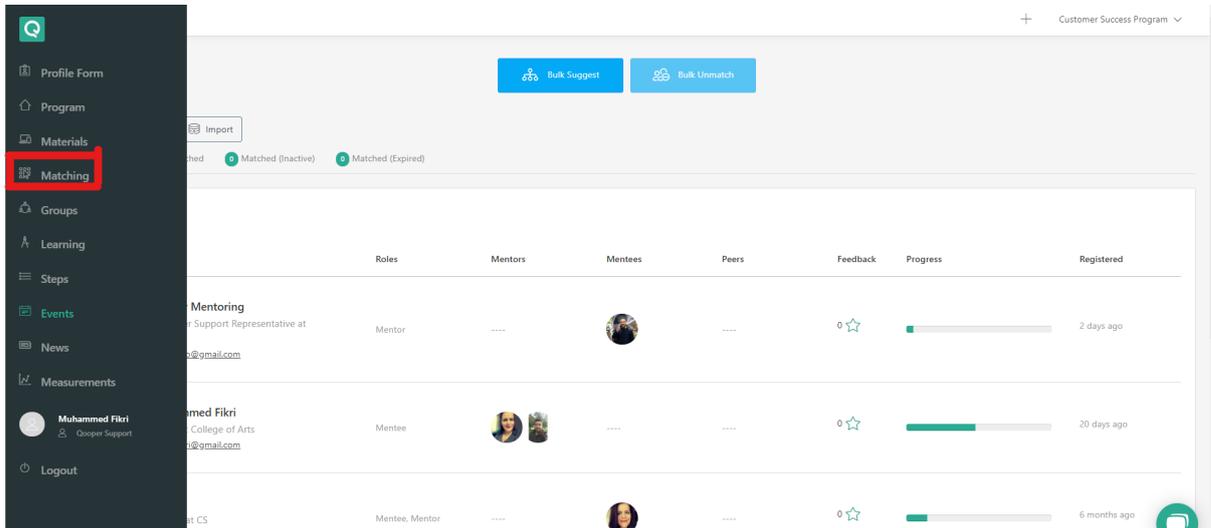


How can program managers suspend user account under Qooper's admin dashboard?

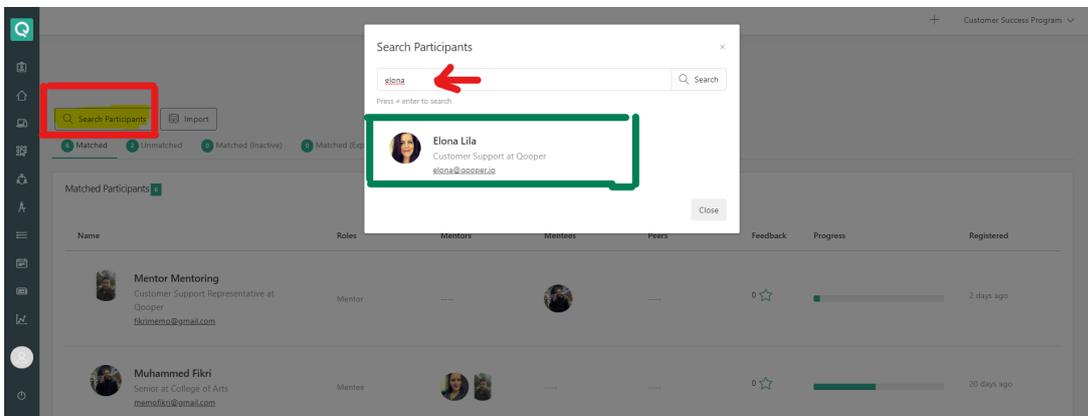
Last Modified on 02/10/2022 1:42 pm EST

Program managers can suspend any user they want under the admin dashboard by following the steps below;

1. Sign in to your admin account by clicking on the <https://platform.qooper.io/signIn>
2. Go to the "matching" page, as shown in the picture below.



3. Under the "matching" page, find the "search participants" tab and click on it.
4. Type down the name of the user you want to suspend on the search bar, click on the search and then click on the person's profile.



5. As you can see from the picture below, there is a three-dot on the right top of the profile. Click on it and click "Suspend" to deactivate the user's profile.

