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

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.gooper.io/signln
- 2. Go to the "matching" page, as shown in the picture below.

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- 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.

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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.

