

Locking & unlocking an account

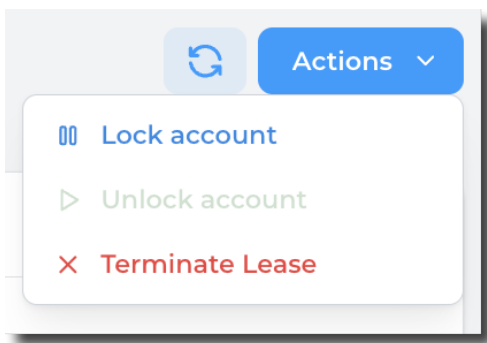
Managers and Administrators can lock (and unlock) accounts. Accounts can be locked if they are over budget or if they have expired.

Once locked, the account is not accessible anymore to the end user, but remains active and accessible to the managers and administrators.

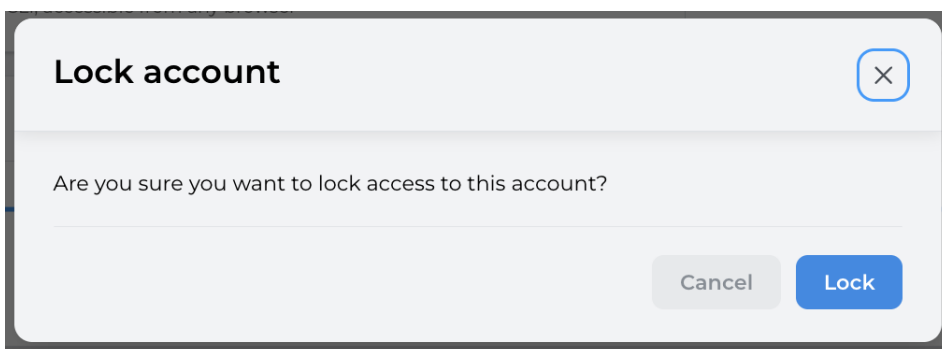
Accounts that are locked keep on incurring cost as existing resources are not stopped.

Lock an account

From the lease details page, click on the Actions button and select "Lock account":



Confirm the action by clicking on "Lock":




The account status changes to "Account locked" and name of the user who locked the account is shown:

Account Summary

Status
ACCOUNT LOCKED

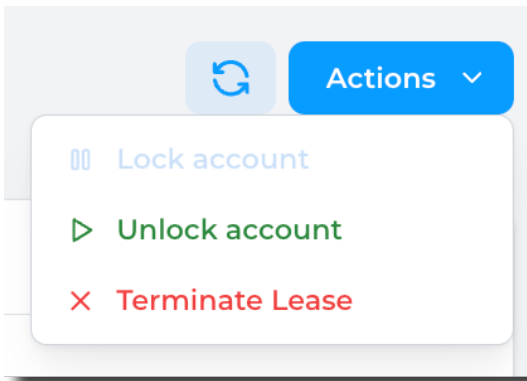
Reason for Lock
Manually Locked

Locked by
 Admin Admin
phil@sandboxstudiosoftware.com
a few seconds ago

The account owner will be notified by e-mail that the account has been locked.

Unlock an account

From the lease details page, click on the Actions button and select "Unlock account":



The screenshot shows a user interface with a refresh icon and an "Actions" button. A dropdown menu is open, listing three options: "Lock account" (with a padlock icon), "Unlock account" (with a play icon), and "Terminate Lease" (with a red X icon).

Confirm the action by clicking on "Unlock":

Unlock account

Are you sure you want to unlock access to this account?

The account status return to its previous state:

Account Summary

Status

• ACTIVE

The account owner will be notified by e-mail that the account has been unlocked.





Lock/Unlock accounts in bulk:

From the leases page, select the accounts you want to lock/unlock and click on the "Actions" button and select "Lock account"/"Unlock accounts":

Leases (5)
Manage account leases here

Filter Leases

Search...

<input type="checkbox"/>	User	Account Template	Status	Cost
<input checked="" type="checkbox"/>	 Andy Brunson andy@sandboxstudiosoftware.com	 VS Code Server + Kiro Cloud-based VS Code Server with...	• ACTIVE	\$... spent so far
<input checked="" type="checkbox"/>	 Admin Admin phil@sandboxstudiosoftware.com	 Empty Account - Full Access Empty Account - Full Access	• ACTIVE	\$0 USD spent so far

Actions

- Lock account
- Unlock account
- Terminate Lease

Revision #4

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