

Purchase can be transferred from an inactive user to active Trial user.

1. Log-in to Portal.
2. Click on USER in navigation bar.
3. To update old user status to Inactive, In the User list press Action button -> Edit .  
( See screenshot in next slide )

# Transfer a purchase




TechnoGems HOME USER PROJECT COMPANY REPORT Nila Apps A Proud Partner of TechnoGems

LIST USERS  
ADD USER  
ASSIGN PROJECTS

jim	User	Active	jim.p@technogemsinc.com	2020-08-31	Action
karthika	User	Active	karthika@technogemsinc.com	2020-08-31	Action
Muthulakshmi	User	Active	muthulakshmi.m@technogemsinc.com	2020-08-31	Action
Muthu Sankar	User	Active	muthu.sankar@technogemsinc.com	2020-08-31	Action
Radha Krishnan	User	Active	radhakrishnan.sr@technogemsinc.com	2020-08-31	Action
Rajesh Sankar	User	Active	rajeshsankar.k@technogemsinc.com	2020-08-31	Action
ravi	User	Active	ravi@technogemsinc.com	2020-08-31	Action
Saravana Kumar	User	Active	saravanakumar@technogemsinc.com	2020-08-31	Action
Suren Singh	User	Active	suren.singh@technogemsinc.com	2020-08-31	Action
Suresh	User	Active	suresh@technogemsinc.com	2020-08-31	Action
swarnesh	User	Active	swarnesh@technogemsinc.com	2020-08-31	Action
vigneshwari	User	Active	vigneshwari@technogemsinc.com	2020-08-31	Action

Red arrow pointing to the 'Action' dropdown menu for the user 'Suresh'. The dropdown menu is open, showing options: Edit, View Projects, View Time Entry, Assign Project.

## 4. Update the status to Inactive for the old users

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**LIST USERS**

ADD USER

ASSIGN PROJECTS

Name  
Suresh

Inactive  
 Active

Contact  
9597868548

Address 1  
Vasantha Nasgar

City  
Tirunelveli

State  
Tamil Nadu

Country  
India

User Name  
suresh

E-mail  
suresh@technogemsinc.com

## 4. Now from User list, for the user inactivated -> Action -> Transfer Purchase.

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LIST USERS  
ADD USER  
ASSIGN PROJECTS

jim	User	Active	jim.p@technogemsinc.com	2020-08-31	Action
karthika	User	Active	karthika@technogemsinc.com	2020-08-31	Action
Muthulakshmi	User	Active	muthulakshmi.m@technogemsinc.com	2020-08-31	Action
Muthu Sankar	User	Active	muthu.sankar@technogemsinc.com	2020-08-31	Action
Radha Krishnan	User	Active	radhakrishnan.sr@technogemsinc.com	2020-08-31	Action
Rajesh Sankar	User	Active	rajeshsankar.k@technogemsinc.com	2020-08-31	Action
ravi	User	Active	ravi@technogemsinc.com	2020-08-31	Action
Saravana Kumar	User	Active	saravanakumar@technogemsinc.com	2020-08-31	Action
Suren Singh	User	Active	suren.singh@technogemsinc.com	2020-08-31	Action
Suresh	User	Inactive	suresh@technogemsinc.com	2020-08-31	Action
swarnesh	User	Active	swarnesh@technogemsinc.com	2020-08-31	Action
vigneshwari	User	Active	vigneshwari@technogemsinc.com	2020-08-31	Action

For the user Suresh (Inactive), the Action dropdown menu is open, showing the following options:

- Edit
- View Projects
- View Time Entry
- Assign Project
- Transfer Purchase

4. Now from Trial User list, Select the user to be upgraded & press Update button.

 HOME USER PROJECT COMPANY REPORT Nila Apps A Proud Partner of TechnoGems 

User / / Transfer Purchase

**LIST USERS**

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ADD USER

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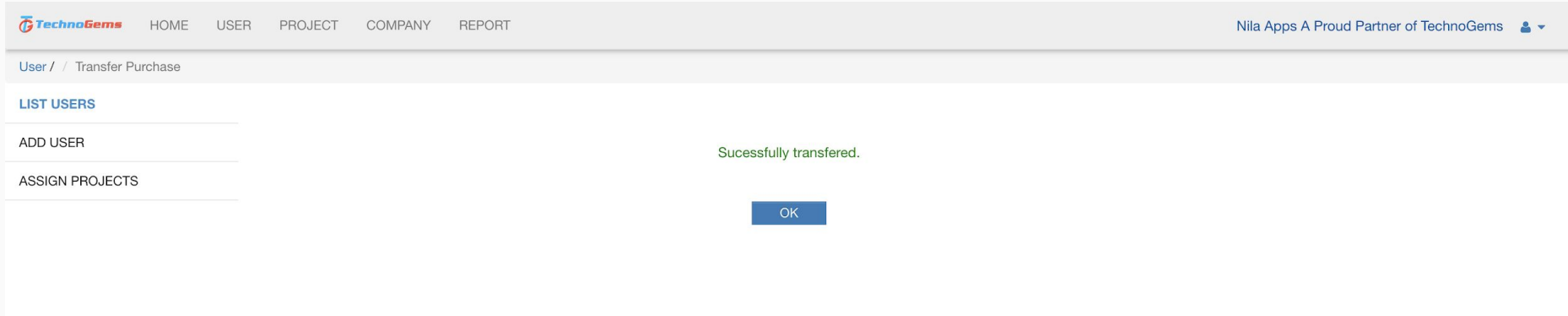
ASSIGN PROJECTS

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Select a **Trial user** to transfer purchase.

janetg

## 4. Now the user is successfully upgraded.



The screenshot displays a web application interface. At the top, there is a navigation bar with the TechnoGems logo on the left and the text "Nila Apps A Proud Partner of TechnoGems" with a user profile icon on the right. Below the navigation bar, the breadcrumb "User / / Transfer Purchase" is visible. On the left side, there is a sidebar menu with the following items: "LIST USERS", "ADD USER", and "ASSIGN PROJECTS". The main content area in the center of the page shows a green confirmation message: "Successfully transferred." Below this message is a blue button labeled "OK".