How to temporarily unassign or assign a Rule for a specific user

There may be cases where a user needs to bypass a Rule for a specific time period. For example, it may be exam time and the teacher needs to print an abnormal amount until the end of the month. Or, a marketer needs to exceed their colour quota to provide hard copies for the attendees of their presentation. In these cases, an administrator can set these users' Rule assignments to be unassigned until a specific date and time. Once this date is passed, the Rule will automatically revert to assigned.

Conversely, a Rule can be temporarily assigned as well. Perhaps a printer has a mechanical problem, and the Rule routes prints to another printer. This Rule can be temporarily assigned and once the date is passed it is automatically unassigned.

Temporarily unassign or assign

- Open Resource Manager.
- Navigate to **User Management** > **Users**.
- Locate the user in the list and double click.
- Click the **Rules** tab.
- Double click the Rule to temporarily unassigned or assign.
- Change the **Set assignment** drop-down to **Unassigned to date** (or **Assigned to date**).
- Set the auto-revert date from the date picker below.
- Click **OK**.

Note on assignments set by a user sync

If an LDAP Sync or a Microsoft Entra ID Sync has been defined with groups that will set members' Rule assignements, manually set temporary assignments will not be changed by the user sync. For example, a group called "No colour users" could be defined to assign users to the "Convert to black and white" rule. Every time the user sync executes, any members of this group will be assinged to the rule. However, if an administrator sets a specific user to be unassigned to the end of the month (allowing them to temporarily print in colour), then the user sync will not change that user's assignment back to assigned.