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

Sometimes a user needs to get round a Rule for a while. For example, a teacher needs to print far more than usual until the end of exams, or someone needs to go over their colour quota for a presentation. You can unassign the Rule for that user until a date and time; after that, it is assigned again by itself.

It works the other way too. For example, if a printer is broken and a Rule sends jobs to another printer, you can assign that Rule until the date the printer should be fixed.

1. Open Resource Manager.
2. In the tree, click **User Management** > **Users**, and double-click the user.
3. Click the **Rules** tab.
4. Select the Rule, and click **Edit assignment**.
5. In **Set assignment**, choose **Unassigned to date** (or **Assigned to date**).
6. In **End date**, set the date and time it must change back.
7. Click **OK**, and **OK** again.

You can also do this on the Rule itself: double-click the Rule, click the **User assignment** tab, select the users, and click **Edit assignment**.

Assignments made by a user sync

If an LDAP Sync or Microsoft Entra ID Sync assigns Rules by group membership, it does not change a temporary assignment you made by hand. For example, if a group assigns its members to a *Convert to black & white* Rule, and you unassign one member until the end of the month so they can print in colour, the sync leaves that user unassigned until then.

Related articles

- *How to prevent a user from printing in colour*
- *How to assign Rules to users based on LDAP group membership*
- *How to assign Rules to users based on their Entra ID group membership*

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