

We are currently updating our site; thank you for your patience.

## SECURITY

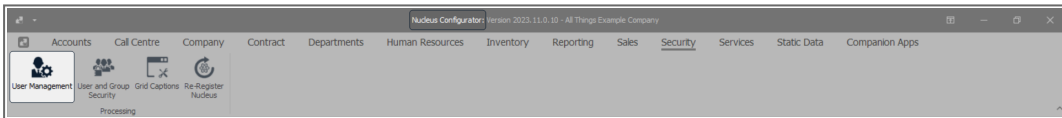
### USER AND GROUP SECURITY – DELETE A USER

- You may need to **delete** a **user login** from all companies, if, for example, an employee leaves the company.
- The **delete** button only activates when the User Management sub grid is expanded.

---

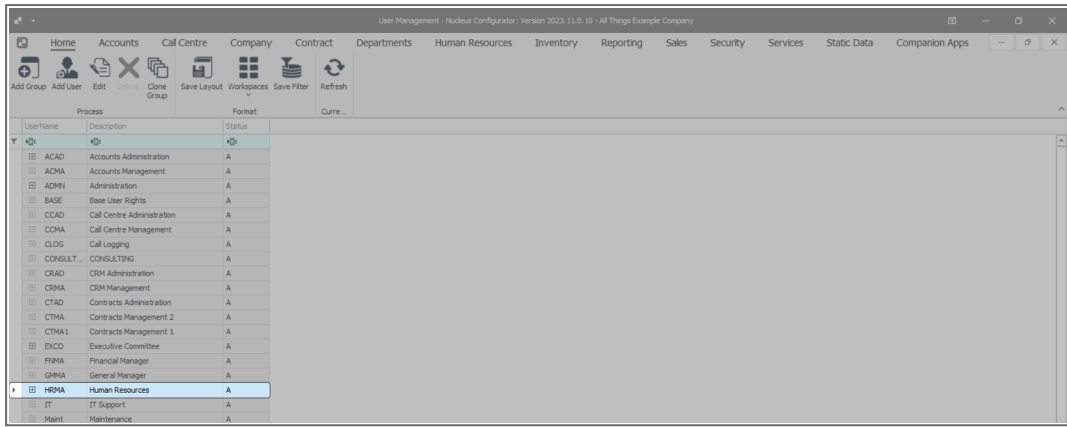
**Ribbon Access: Configurator > Security > User Management**

---

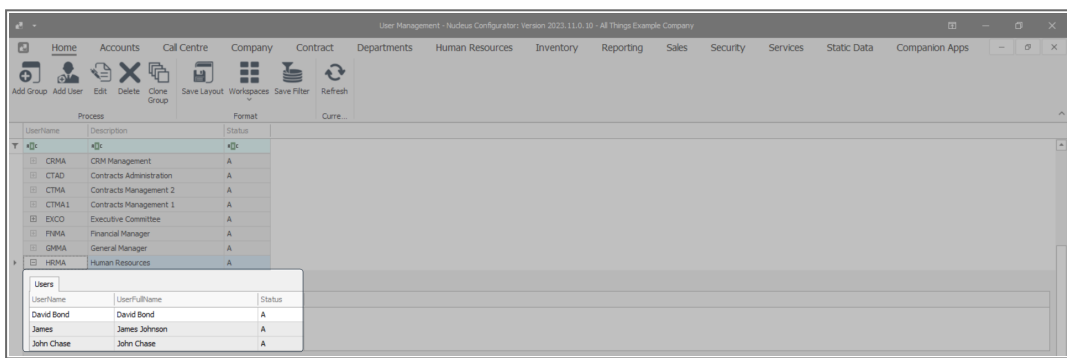


The **User Management** screen will be displayed.

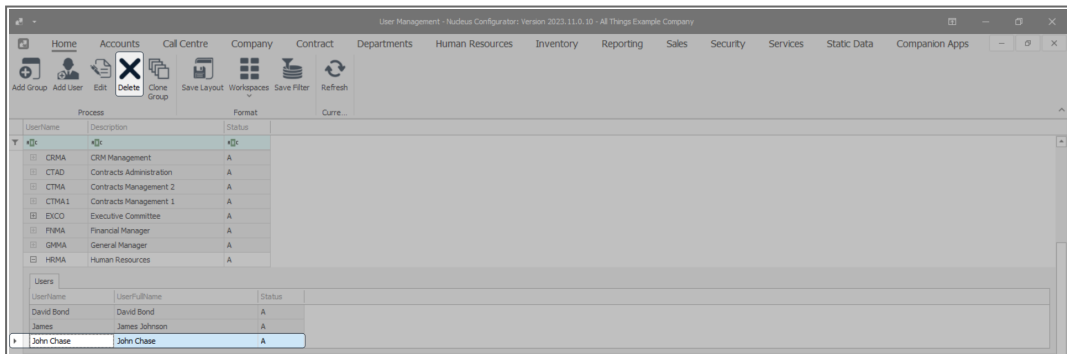
- Click on the **expand** button in the **row** of the **group** which contains the **user** you wish to delete.
  - In this image the **Human Resources** Group has been selected.



- The **users** frame will be expanded.



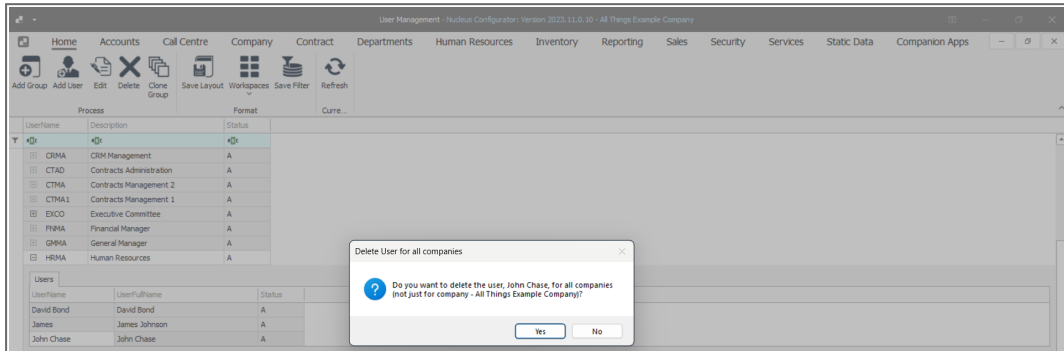
- Select the **row** of the user who needs to be deleted.
- Click on **Delete**.



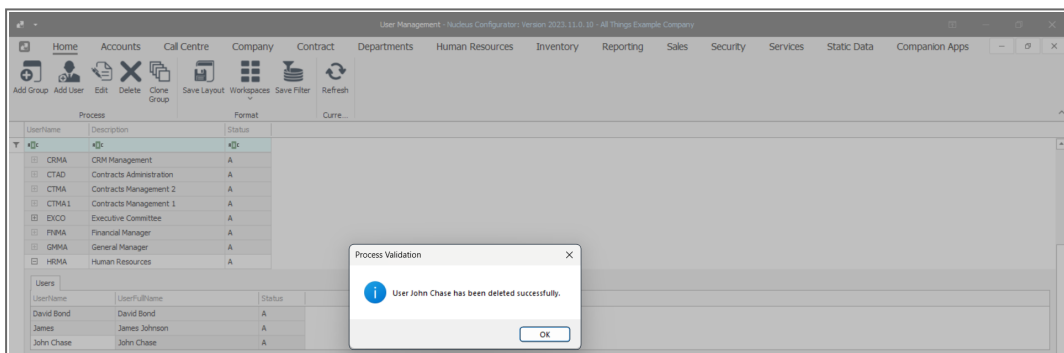
- A Delete User for all Companies message will pop up saying -

## Delete a User

- Do you want to delete the user, [ ], for all companies, (not just for company, [ ])?
- Click on **Yes**.



- A Process Validation message will pop up saying,
  - **User [ ] has been deleted successfully.**
- Click on **OK**.



- You will return to the **User Management** screen.

MNU.085.009

