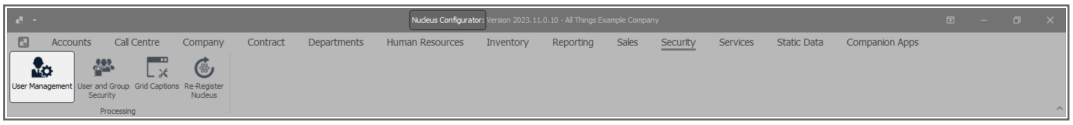
We are currently updating our site; thank you for your patience.

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.

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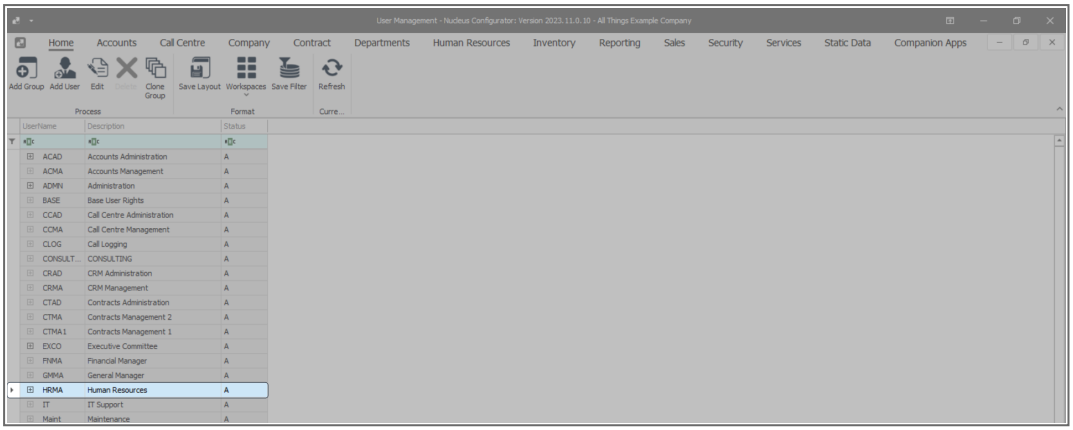
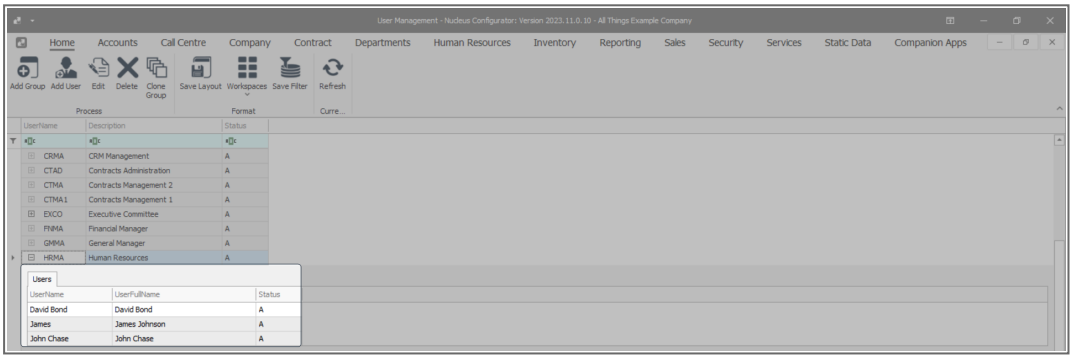
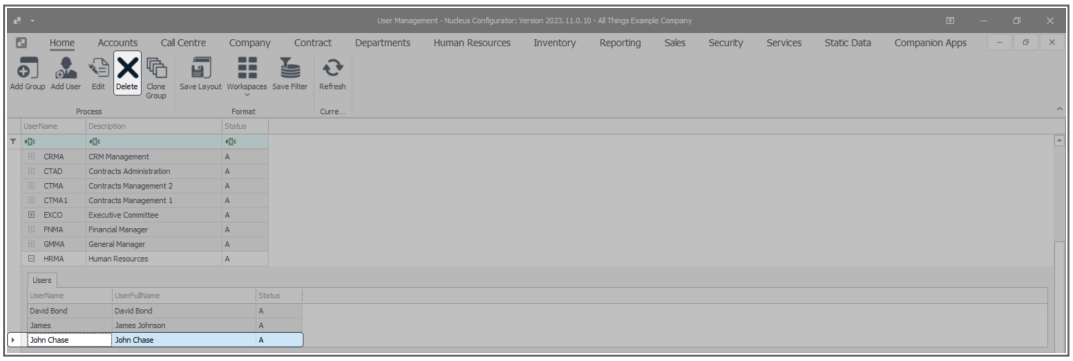


- The **users** frame will be expanded.



- 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 -

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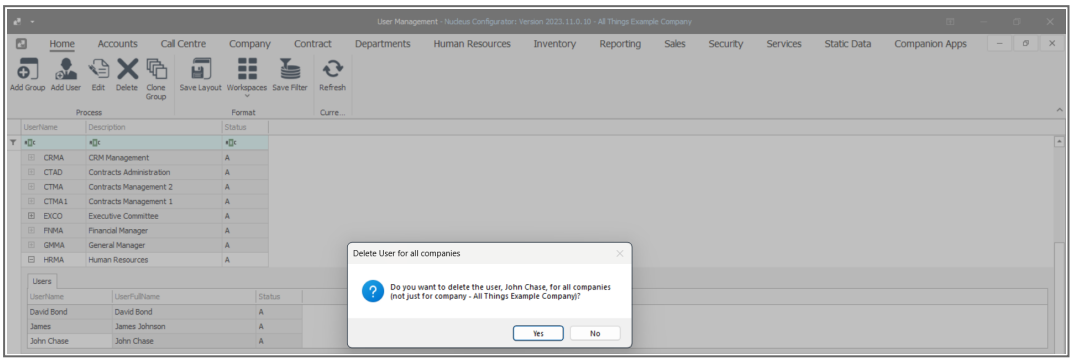
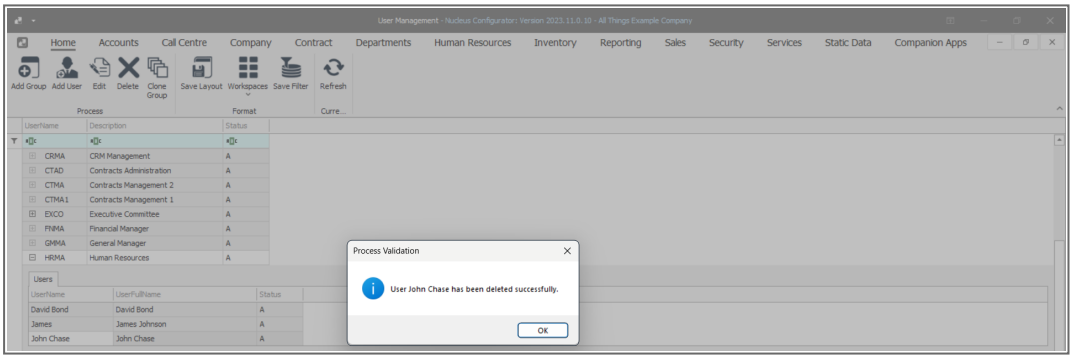
- **Do you want to delete the user, [ ], for all companies, (not just for company, [ ])?**.

- 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

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