

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

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User Managemer	t User and Grou Security	up Grid Caption	ns Re-Register Nucleus													
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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.



Home	Accounts Cal	l Centre Compan	y Contract	Departments	Human Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	
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🗄 CTAD	Contracts Administration	A											
🗄 СТМА	Contracts Management 2	A											
CTMA1	Contracts Management 1	A											
E EXCO	Executive Committee	A											
E FNMA	Financial Manager	A											
🗄 GMMA	General Manager	A											
HRMA	Human Resources	A											
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• The **users** frame will be expanded.

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CTMA1 Contracts Management 1 A		
EXCO Executive Committee A		
E FNMA Financial Manager A		
GMMA General Manager A		
HRMA Human Resources A		
Users		
UserName UserFullName Status		
David Bond David Bond A		
James James Johnson A		
John Chase A		

- 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 -



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

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



• You will return to the User Management screen.

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