

Delete a User

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When should I delete a user vs. No Access?

If a user has never logged in to the site or has never been active in it, go ahead and delete them.

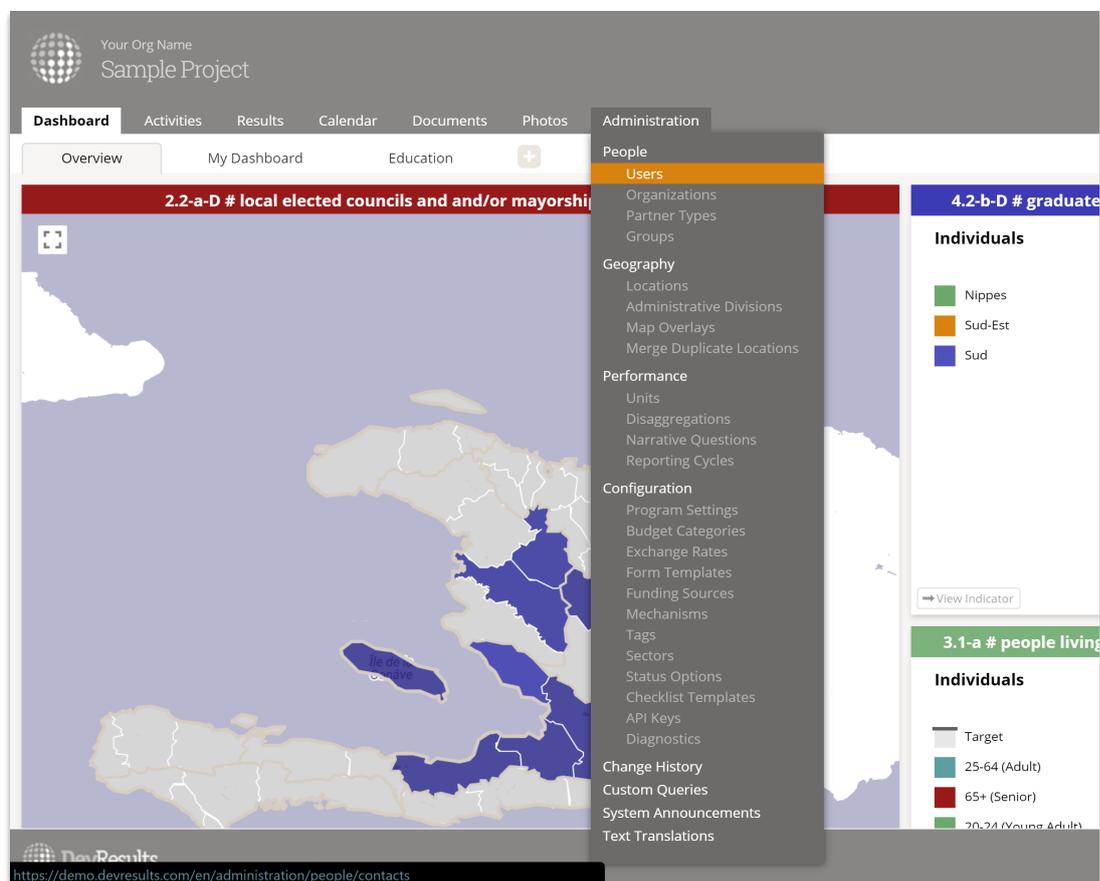
If you want to remove a user who's been active in the site, we recommend instead changing that user to a **No Access** permissions group. This will preserve the history of their edits and changes on the site. If you delete that user, that audit history disappears.

Who can delete users?

Only users with **View & Edit** permission on **People** can delete users.

How do I delete a user?

Go to **Administration > Users** to open the Users Index.



The screenshot displays the DevResults administration interface. At the top, there is a navigation bar with tabs for Dashboard, Activities, Results, Calendar, Documents, Photos, and Administration. The Administration tab is selected, and a dropdown menu is open, showing options for People, Organizations, Partner Types, Groups, Geography, Performance, Configuration, Change History, Custom Queries, System Announcements, and Text Translations. The 'Users' option under the 'People' category is highlighted. The main content area shows a map of a region with various administrative tools and data indicators. The URL at the bottom is https://demo.devresults.com/en/administration/people/contacts.

Note: If you do not see the Administration menu, then you do not have permission to delete users. Please speak to your supervisor.

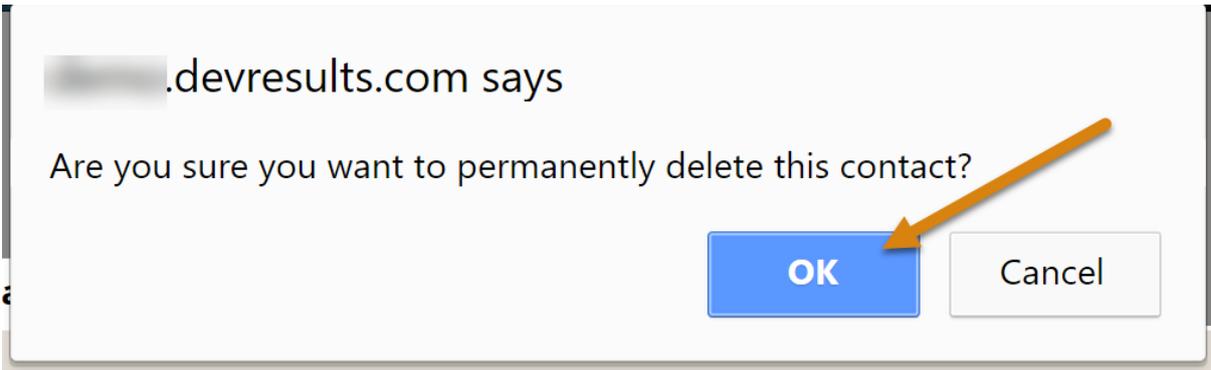
On the Users Index page, you can search for users by name using the text box at the top or narrow the list of users by group or organization. When you've found the user you'd like to delete, click on their Profile Card.

The screenshot shows the 'Users' page in a web application. At the top, there is a search bar labeled 'Search users' with a magnifying glass icon. Below the search bar, there are two filter sections: 'Group' and 'Organization'. The 'Group' section has two options: 'Contributors' and 'Owners'. The 'Organization' section has a list of organizations including 'ChemTronix International, Inc.', 'Cooperatif des Cultivateurs', 'International Association of People Who Wa...', 'John Rain International', 'Kunkle Associates', 'Limitless, Ltd.', 'Ministère de l'Agriculture', 'Ministère de l'Éducation', 'Parti pour la Promotion des Paysans', and 'Spreadsheets Without Borders'. The main content area displays a grid of user profile cards. Each card shows a user's name, photo, and organization. The user 'Daniel Ammann' is highlighted with an orange arrow. At the bottom right, there is a blue button labeled 'Add User'.

Click the **Delete** button in the lower right of the user's profile.

The screenshot shows the profile page for 'Daniel Ammann'. The page has a header with the user's name and a 'Impersonate this user' button. Below the header, there are two main sections: 'Photo' and 'Contact Details'. The 'Photo' section shows a profile picture and a 'Change photo' button. The 'Contact Details' section contains several form fields: 'Name' (Daniel Ammann), 'Email' (daniel.ammann@devresultsdemo.com), 'Job title' (Nutritional Specialist), 'Organization' (John Rain International), 'Department', and 'Work Phone' (+224 555-625-2726). At the bottom right, there is a red 'Delete' button and a green 'Done' button. An orange arrow points to the 'Delete' button.

A pop-up will open asking you to confirm that you want to delete this user. Click OK to proceed with deleting the user.



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