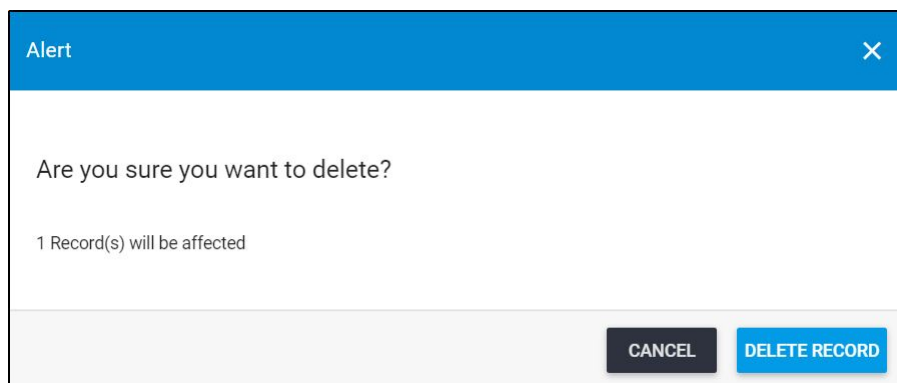


## Delete user

To delete a user, follow these steps

1. Select the user you want to delete by following any of these methods:
  - Select “Delete Record” from the Actions menu next to the user you want to delete,
  - Click the checkbox on top of the records to select all the users then click the **Delete** button,
  - Click the checkbox(es) next to the users you want then click the **Delete** button,

The following message appears showing the number of selected records:



2. Click **Delete Record** to confirm deleting the users. Its status changes to “Inactive”. You can activate the user by following the steps mentioned “[Activate user](#)”.