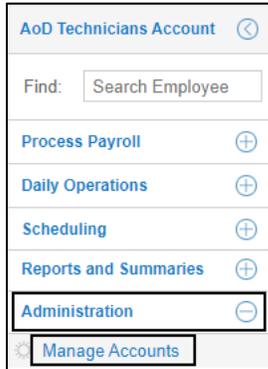


# MSS3: Removing a User Account

A user account determines how a user logs in to the system, the functions they can perform, and the workgroups they can manage. If you can access other users' account information, you may want to remove a user account if this account is not used.

To remove a user account:

1. Click the Plus icon (+) to expand the **Administration** menu group. Then click **Manage Accounts**. The **Manage Accounts** page is displayed.



2. Enter the term in the **Filter** field and click **Refresh** to search for the user account you want to delete. The located user accounts are displayed.

A screenshot of the 'Manage Accounts' page. The 'Filter' field contains the text 'test' and the 'Refresh' button is highlighted. Below the filter are several user account entries in a table.

Select	Operator's Name	Code	Login Account	E-Mail	Phone	Identities	Access All Emps
	BillTest	BillTest	BillTest562		000-0000	No Selections	true
	Remove Test	Remove	RemoveTest933	rongl@infotronics.com	000-0000	No Selections	true
	testRong	testRong10	testRong986	rongl@infotronics.com	000-0000	Google	true

**Note:** You can also locate the user account using sortable headings, for example, **Operator's Name**.

A screenshot of the 'Manage Accounts' page. The 'Operator's Name' column header is highlighted with a red box and has an upward arrow, indicating it is a sortable column. The search filter 'test' is still present.

Select	Operator's Name ↑	Code	Login Account	E-Mail
	BillTest	BillTest	BillTest562	
	Remove Test	Remove	RemoveTest933	rongl@infotronics.com
	testRong	testRong10	testRong986	rongl@infotronics.com

3. Click the Pencil icon (✎) for the user account you want to delete. The **Basic Operator Properties** page is displayed.

A screenshot of the 'Manage Accounts' page. The pencil icon in the 'Select' column for the 'Remove Test' user account is highlighted with a red box. The search filter 'test' is still present.

Select	Operator's Name ↑	Code	Login Account	E-Mail
	BillTest	BillTest	BillTest562	
	Remove Test	Remove	RemoveTest933	rongl@infotronics.com
	testRong	testRong10	testRong986	rongl@infotronics.com

4. Click **Remove this Account**. The **Remove** dialog is displayed.

RemoveTest933 (Remove Test)

Basic Operator Properties | Change Password | Send Invitation | Clear Preferences | Replicate Preferences | **Remove this Account**

Friendly Name: Remove Test | Location Sort: Name

Email Address: rongl@infotronics.com | Unit Sort: Name

Phone Number: 000-0000 | Floor Sort: Name

Profile: Supervisor Browser Profile | Position Sort: Name

5. Enable **Please Confirm Removal of this Account**. Click **Ok** to confirm the deletion.

Remove (Remove Test)?

Confirmation

Notes: This operation will remove this account from the system.

Please Confirm Removal of this Account:

Ok | Cancel

6. This user account is removed.

Manage Accounts

Add Account | Filter: test | Refresh | Default Preferences | Master Preferences Account | Preferences

Select	Operator's Name ↑	Code	Login Account	E-Mail	Phone	Identities	Access All Emps
	BillTest	BillTest	BillTest562		000-0000	No Selections	true
	testRong	testRong10	testRong986	rongl@infotronics.com	000-0000	Google	true

**Note:** Although the user account is removed, any edits this user performed are still recorded in the system, for example, the **Adjustments** section of the employee's **Time Card** page.

Zuppa, Gavin (4-DFT-NDR-CNA)

Time Card | Current Period | Editing Sheet | **Adjustments** | Approve | Print

Last Name	First Name	ID	Badge	Location	Zone
Zuppa	Gavin	603	603	4	DFT
Timestamp	Account	Effective	Description		
4/13/23 15:05	REMOVE	04/03/2023	Add trans 04/03/23 8:00		
4/13/23 15:05	REMOVE	04/03/2023	Add trans 04/03/23 17:00		
4/13/23 15:05	REMOVE	04/03/2023	Add Schedule 04/03/23 8:00 to:16:30		
4/13/23 15:06	REMOVE	04/03/2023	Transfer to 4 -? -NDR at 04/03/23 13:00		

©2023 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). All content is provided for illustration purposes only. Nothing contained here supersedes your obligations under applicable federal, state and local laws or contracts in using AOD's services.