

Deleting Users

Follow the instructions below to permanently delete an existing User account from CDP.



Note

All user settings will be removed. If you want to add the same User later, you will have to reset all privileges.

1. Click on "Users" in the Main Menu to access the "Users" screen.



2. In the "Users" list, find the appropriate User and click on the "Delete" icon in the "Actions" column.

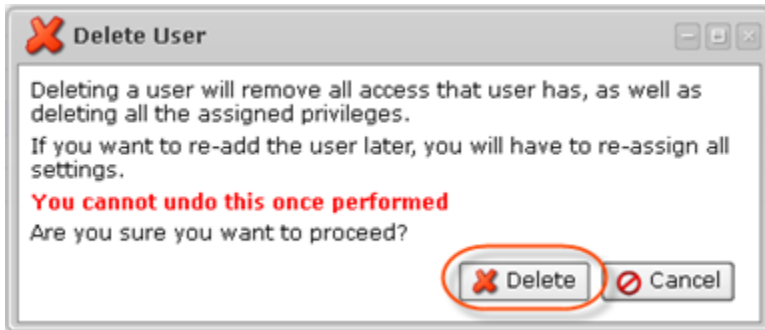
Username	User Type	E-mail Address							
Alina	Sub-User	bardashun_alina@mail.ru	0	--	0	0	2		
Carmen	Super-User	carmen.davis@r1soft.com	--	--	--	--	--		
Dave	Super-User		--	--	--	--	--		
Jack (Control User)	Super-User		--	--	--	--	--		
Jared	Super-User	jared.wright@r1soft.com	--	--	--	--	--		
Keith	Super-User	keith.powe@r1soft.com	--	--	--	--	--		
Kent	Super-User	kent.porter@r1soft.com	--	--	--	--	--		
Marketing	Super-User		--	--	--	--	--		
Marley (Control User)	Power-User		2	0	--	0	0		
Max (Control User)	Sub-User		2	--	0	0	0		

<< 1 / 2 >> 10 Items Per Page

**Tip**

To find a User, you can use the Basic and Advanced List Filters. See [Customizing the Users List](#).

3. Confirm your request to delete the User by clicking on "Delete" in the displayed dialog.



4. The User will disappear from the "Users" list.