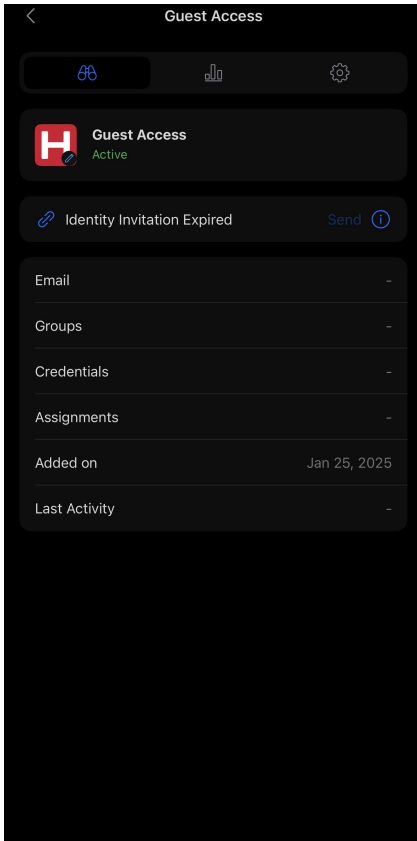


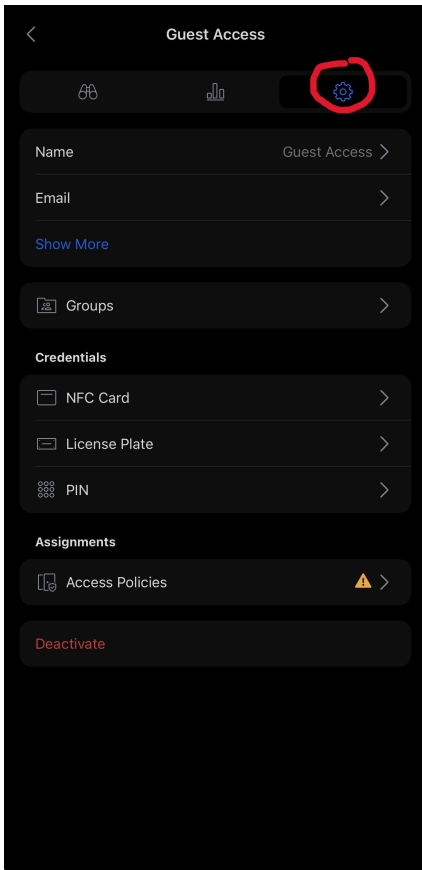
# Removing / Deactivating A User

From the **Users Tab**, select the user in question.

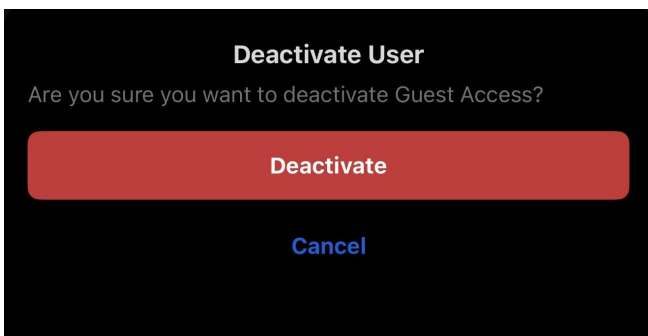


By selecting the user, you will be presented with a **summary of their profile**. To manage the user, navigate to the **settings page** by clicking the **cog icon in the top-right corner** of the page. This will open the settings for that user.

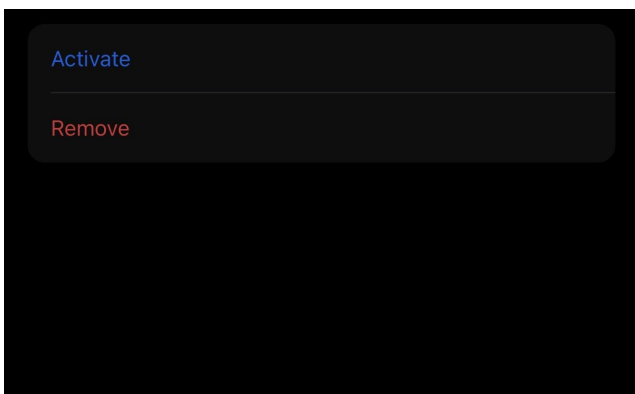
Towards the **bottom of the settings page**, you will see the **Deactivate** option.



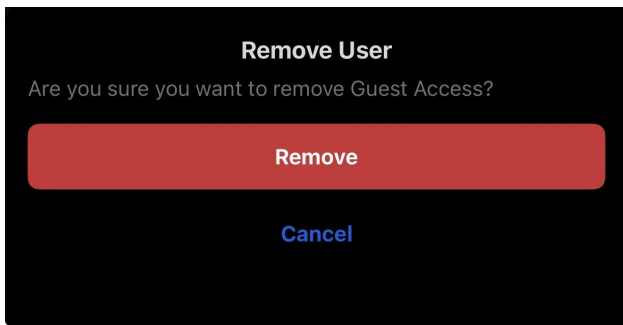
When selecting **Deactivate**, you will be required to **confirm your choice** before the user is deactivated.



Once the user has been **deactivated**, you can either leave the profile in this state until it is needed again, or you will now be given the option to **remove the user completely**.



Again, you will be **prompted to confirm** before permanently deleting the user.



The user is now **deleted**.

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