




## Edit or Delete an Existing User

You can edit a user at any time provided that the user is not currently logged in or on duty. To delete a user from Dispatch, a [Command Center administrator](#) must remove them from the **Dispatch User** user group.



Even if a Command Center administrator does remove a user from **Dispatch User** user group, the user will still appear on Dispatch's users screen until all of his or her assigned dispatches and officer activities have been deleted from the Dispatch database.

### To edit a user:

1. Click **Settings** >  **Users**.
2. Click a user from the pane to the left or enter search criteria in the **Search** field then click to select those results.
3. Make your changes to any of the fields in the user profile, including the **User Access**, **Accessible Operational Zones**, phone number, email address, and **Defaults**.
4. To change the Perspective user account the Dispatch profile is associated with, use the **User Select** field to search for and select an alternate user.
5. To deactivate the account, click the  icon under **Active**. Inactive profiles will appear with the  icon.