Deleting a User

Last Modified on 01/23/2025 9:59 am EST

Overview

Deleting a user account prevents the user from logging into your Org and accessing any data, but it also removes that user from any objects they were assigned to via a role, which may affect your reporting.

Deleting an account does not remove the user from your Resolver database. If you require that one or more users are removed from the database, contact Resolver Support for assistance.

A new data warehouse password must be generated and entered into any business intelligence tools to re-establish connectivity if the Administrator account that generated the original password is deleted, disabled, or loses its administrative privileges.

User Account Requirements

The user account you use to log into Resolver must have Administrator to delete users.

Related Information/Setup

For more information on disabling a user account, please refer to the Deactivating a User Account article.

For more information on creating and editing a user, please refer to the Creating a New User and Editing a User articles.

Please see the Access Your Data Warehouse Settings article for Orgs that have Data Warehouse enabled.
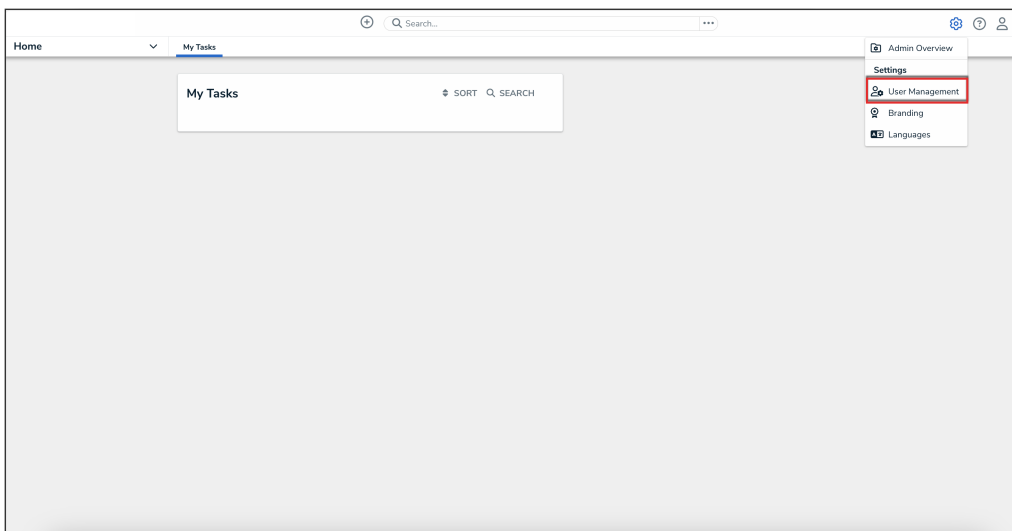
Navigation

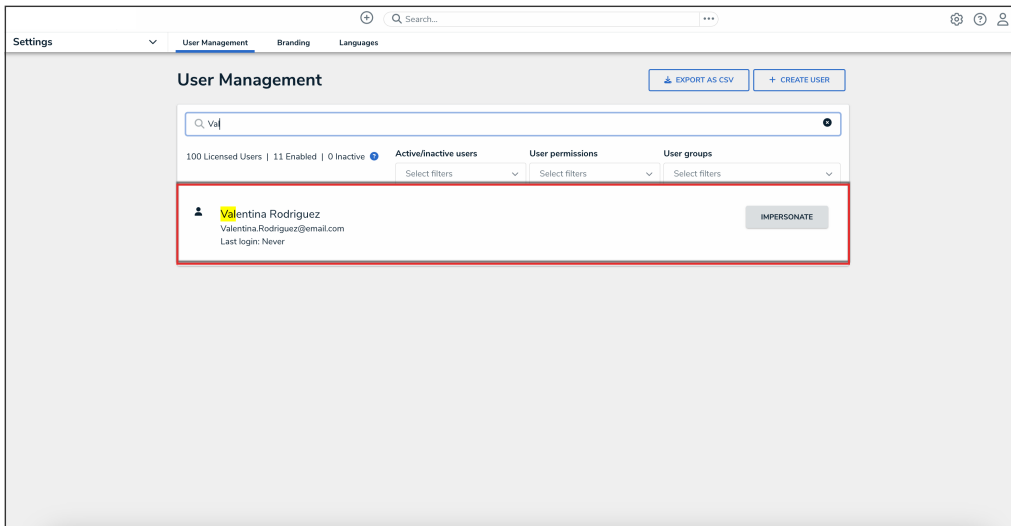1. From the *Home* screen, click the **Administration** icon.
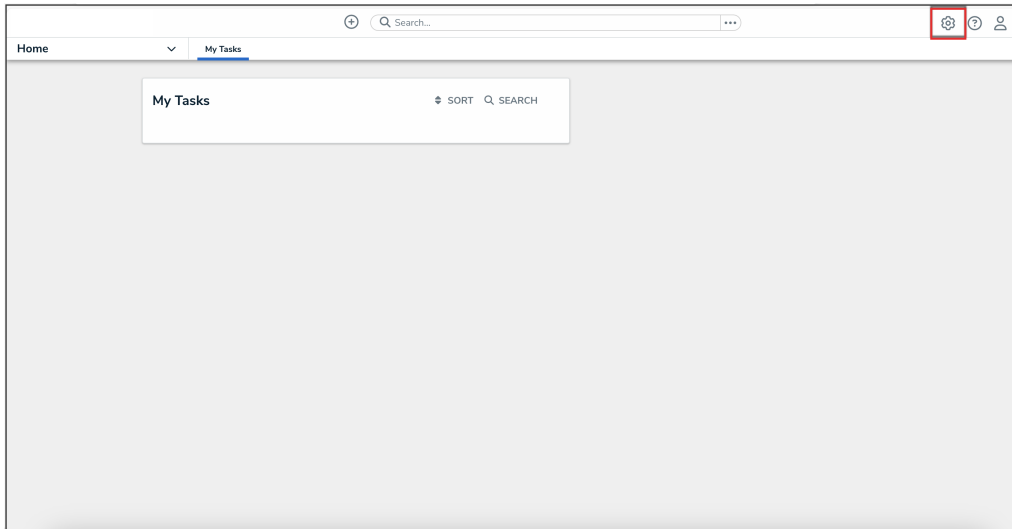
Administration Icon

2. From the Administrator settings menu, click **User Management.**

Administrator Settings Menu

3. Enter a user's name in the **Search** field to narrow the search results.

4. Click the name of the user you want to delete.

User Search

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💡 **Best Practice:**
We recommend disabling a user's account instead of deleting their account to avoid impacting any existing role and assignment configurations and their associated workflows. User's with disabled accounts are not counted towards your Org's maximum user count.

1. From the **Edit User** screen, click the **Delete** icon to delete the user profile.
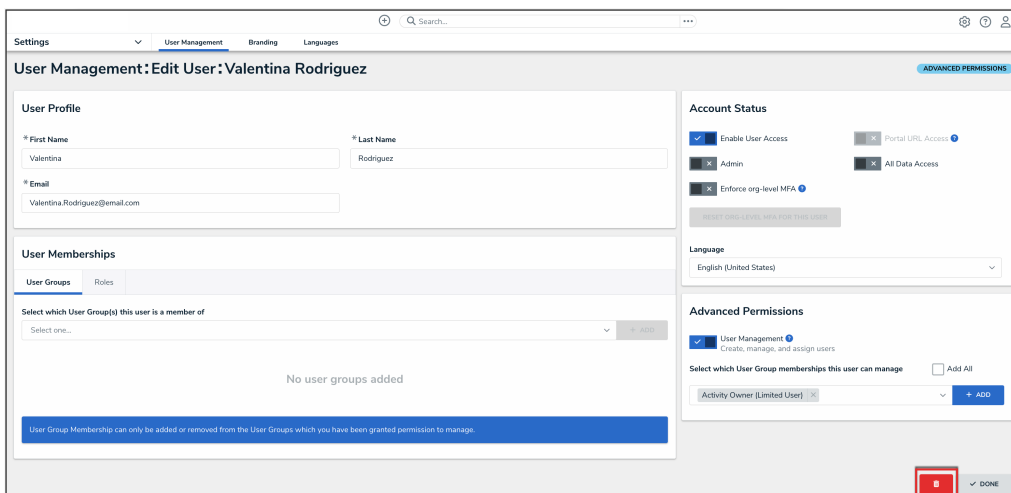
Delete Icon

2. From the **Delete user?** pop-up, click the **Delete** button to confirm.

Delete Confirmation Screen