



D A M S T R A

CONNECT + PROTECT YOUR WORLD



## ✓ Delete a User via User Authorisation

**PRODUCT:** Damstra Safety

**VERSION:**

**AUTHOR:** Clarice Adolacion

**APPROVED BY:**

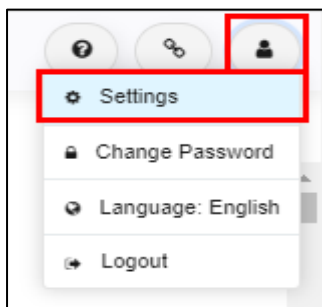
# Delete a User via User Authorisation

## Reminders:

- (1) Follow this instruction if a worker is still employed by the company but doesn't need Damstra Safety login anymore. This action is irreversible.
- (2) A user labelled "Vault/Damstra Support" must not be archived or deleted (there might be one or more of these in your system). They are created to solely support your Safety system and will not be billed.

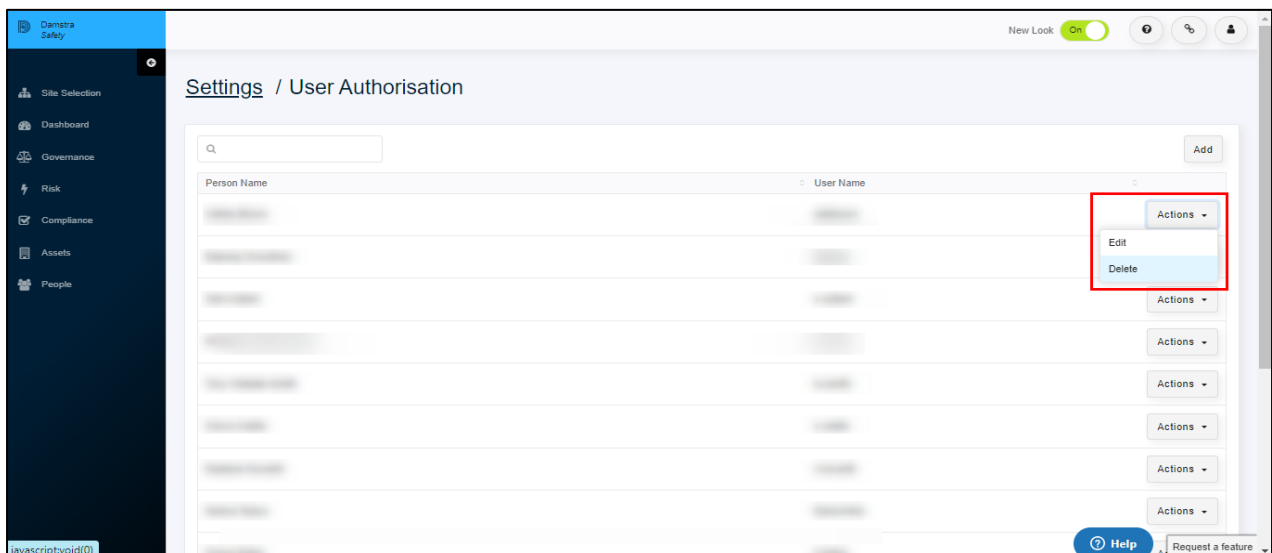
Person Name	User Name	
Vault Support	vaultsupport	Actions ▾

Users are managed via Settings. This can be found under the Profile icon at the top of the screen.

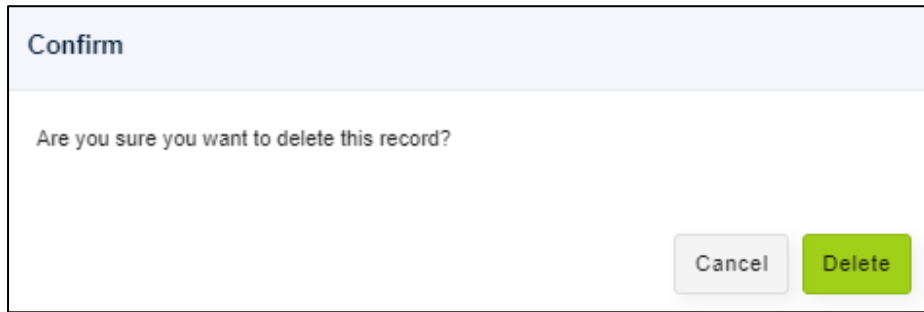


To delete a user:

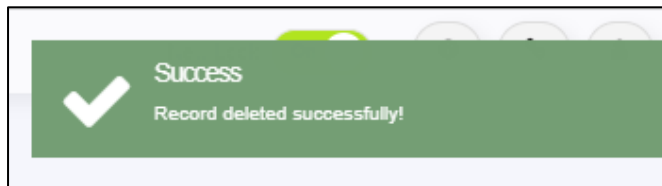
1. Click the 'Users' section to expand it
2. Click 'User Authorisation'
3. A register of all existing users is shown - search the user to delete
4. Along the person/user name, click 'Actions'
5. Click 'Delete'



6. A confirmation modal pops up, click 'Delete' to proceed



7. The system displays successful deletion message.



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