## **Deleting a user from a business**

November 2022







## **Deleting a user**

At business level, select 'Client -> 'Business User'

==	BUSINESS	
*	My Account	~
*	Client	^
and a	Business Site	
	Departments	
2	Business User	

From the right hand screen select the user you wish to delete.

BUSINESS		<	
👗 My Account	~	Business Users Home > Business Users	
🐣 Client	^		
Business Site		Business Users (6)	
Business User		Search X Q	SITE
M Billing		Pat Muscat	Redwood
Reports	~		Oakwood
🐝 Assignments	~	Service Check	Oakwood
🖉 Message Centre	~	Test User_1	Goswell Road Redwood
🔀 Tools	~	100 🗸 rows per page	
192			

Once the user has been selected the users **Profile** window will appear.

From the bottom of the page select

You will now be asked to confirm the quarantine period and delete



Quarantine for deletion	n 26-Sep-2022	(The profile will be quarantined for deletion and you can
restore it before the qu	uarantine date).	

## The user will now be deleted and show in light blue for the configured quarantine period

Business Users (3)							
Search X Q							
USER		USER TYPE					
Sean Webex VM_Test	Oakwood	User-Hosted	1960				
SeanHM DoreHM	Oakwood	User-Hosted	1004				
Service Check	Oakwood	User-Hosted	1012				
100 V rows per page							