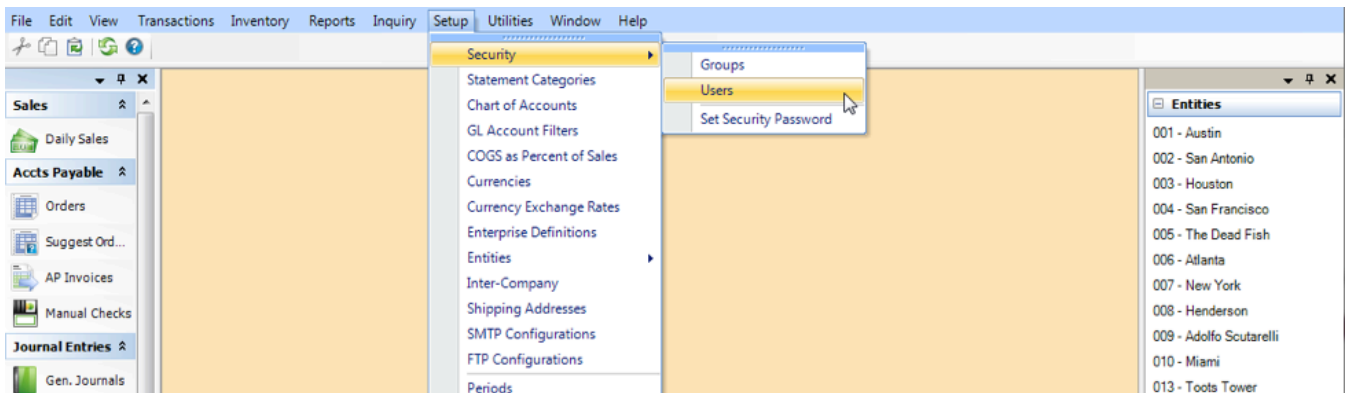


FAQ

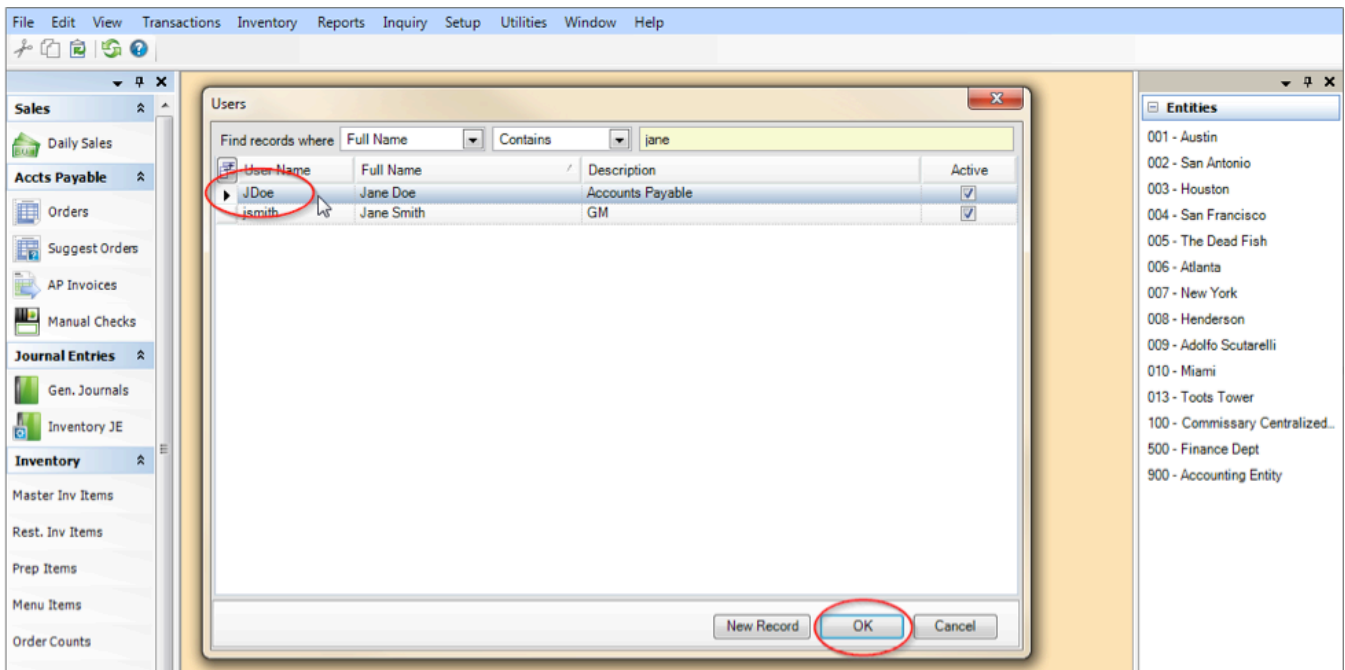
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How do I delete a user in Advantage?

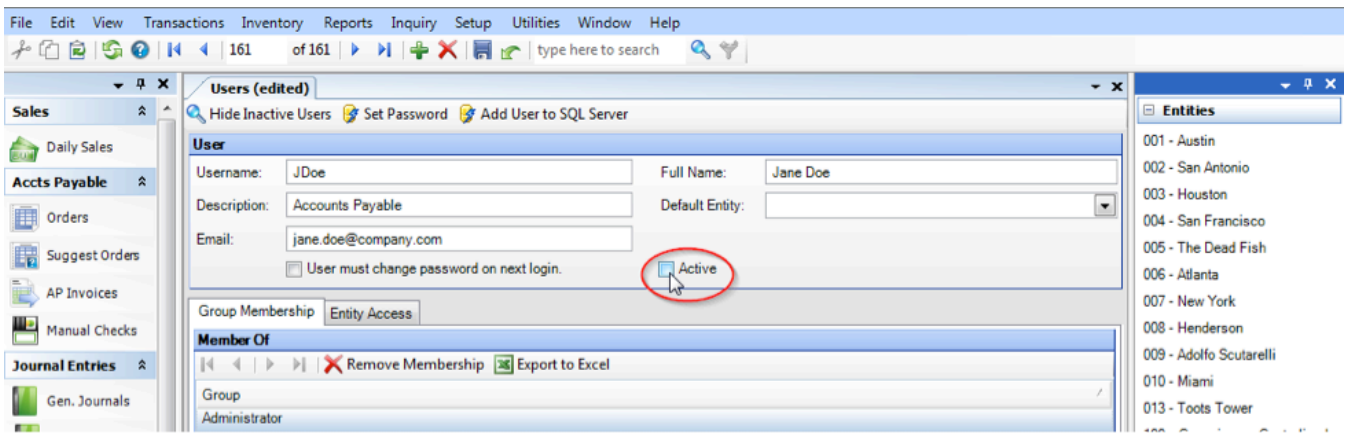
Users cannot be deleted from Advantage because their records are linked to historical data. However, users can be made inactive.



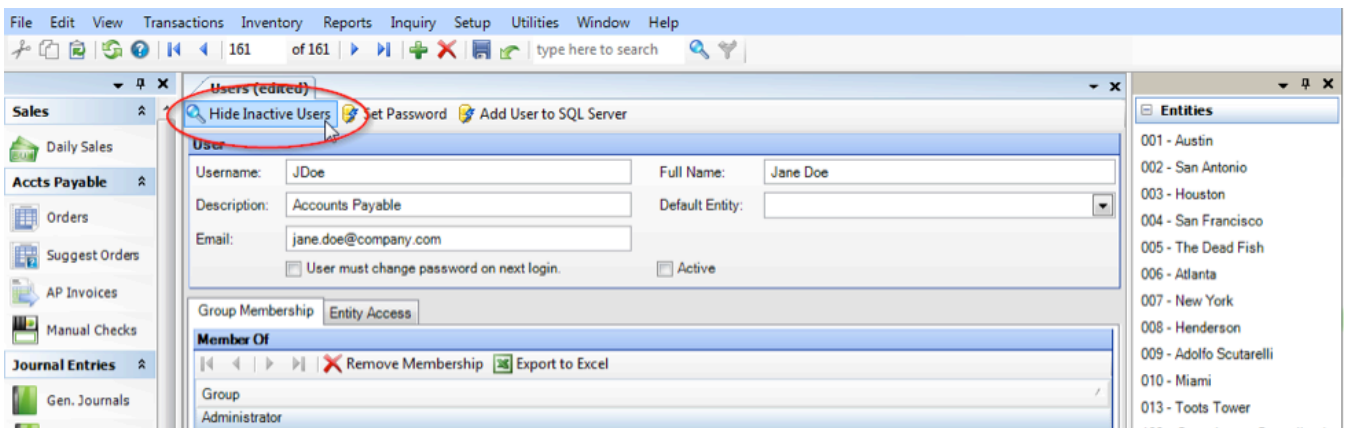
1. Go to **Setup > Security > Users**, and enter the security password
2. Select the user you wish to make inactive and choose **OK**



1. In the user record, locate the **Active** box and unselect it.
2. **Save** your changes. Once saved, the user is made inactive.



If you wish to hide inactive users, select **Hide Inactive Users** in the upper left.



Note: Because this involves security settings, it will need to be done by a system administrator. Compeat cannot make these changes, however we will be happy to assist the system administrator if needed.

Was this Helpful ?

yes

no

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